



Web Site Privacy Statement

This statement outlines our privacy policies and practices. If you have any questions about our privacy policies or practices please email us at webmaster@totaladmin.ca.

Collection, Use and Disclosure of Information

We only collect information you voluntarily provide to us. We do not use any techniques that collect personal information without your consent. We do not use cookies. Our Internet Service Provider tracks certain anonymous statistical information about visitors to our Web Site which we review from time to time, but no personally identifiable information is associated with this data.

The information we collect is limited to that which is necessary to:

- Register you for access to certain areas of our Web Site
- Provide you access to services you obtain from us or our Alliance Partners
- Register for events
- Participate in bulletin boards, discussion or message forums
- Provide contact information for customer satisfaction survey or email follow-up

Typically the information you provide us with is name, title, company, telephone number and email address. The collected information will only be retained as long as necessary to provide requested services.

In cases where you are applying for a job we may collect additional information or you may choose to include your resume as part of the information you supply to us. In such cases this information may be used to assess your qualifications for the positions we are filling internally or externally and may be forwarded to potential employers.

If you have been provided with a User ID and Password to access our Web Site we encourage you to protect it in the same manner you would your credit card or other sensitive personal information.

We will use appropriate safeguards to protect your personal information against loss, theft and unauthorized access. Except as described above, information you provide us is only used for corporate purposes and will not be sold to anyone for any purpose.

Third Party Disclosure

We will disclose information to third parties under the following circumstances:

- As required by law
- When reporting unlawful user activities on our Web Site. This may require disclosure of personal information of the individuals conducting the unlawful activities
- As necessary to provide the services you obtain through us

Third Party Links

This Web Site contains links to other Web Sites. This privacy statement only applies to information collected on this Web Site.

Access to Information

You have the right of access to any of the personal data you have submitted through our Web Site. If our records regarding your personal information are incorrect we will either update or remove that information, whichever you request. Any requests for access to, updates of, or removal of, personal information should be directed to: webmaster@totaladmin.ca.