

## Privacy Statement for Website

Smartworks! Office Organizing Services respects the privacy rights of our visitors and users and is committed to protecting the data you may submit through the Smartworks! Office Organizing Services, inclusive of our affiliates, websites.

In order for Smartworks! Office Organizing Services to respond to your specific request, answer your inquiry, provide you with support, provide information on our products and services, and/or register you as a login user, we ask you to provide us with your business contact information, including your email address. Unless you provide it to us voluntarily we do not collect personal information about you in connection with providing products and/or services information or with your use of our website.

Information you provide to a Smartworks! Office Organizing Services contact via email message or telephone call specific to your information request, inquiry, support, products and services information and/or registration as a login user, is deemed to be provided by you voluntarily with your consent. We will use the information you submit to answer your specific inquiry, request or for your registration.

The [sworganizing.ca](http://sworganizing.ca) website includes links to non-affiliated websites. Access to a non-affiliated website is at the user's own risk and Smartworks! Office Organizing Services is not responsible for the accuracy or reliability of any information, data, opinions, advice or statements made on these sites. Smartworks! Office Organizing Services provides these links merely as a convenience and the inclusion of such links does not imply an endorsement.

Smartworks! Office Organizing Services may, in its sole discretion, update this policy at any time and from time to time, by posting the amended policy on this website.

If you have questions concerning the Smartworks! Office Organizing Services Privacy Statement, please contact our Privacy Officer at:

Georgina Forrest  
Smartworks! Office Organizing Services  
403.615.4349

or email to:  
[privacyofficer@sworganizing.ca](mailto:privacyofficer@sworganizing.ca)