

## OUR PRIVACY POLICY

### Privacy is a value.

At Smartworks! Office Organizing Services, we protect the privacy of our clients by:

- Collecting only the personal information that is reasonable for our purposes in serving you.
- Obtaining your consent for how we disclose or share your personal information and only sharing your personal information for the purposes identified.
- Having safeguards in place to protect your personal information at times of collection, use, and disclosure or exchange with others.
- Ensuring that any contractors we hire who may have access to any of your personal information also take steps to protect the privacy of your personal information.
- Training our staff and adapting our physical, telephone and electronic environment to protect your personal information.
- Ensuring the personal information we keep on you is complete, accurate and up to date.
- Providing you access to your personal information upon receipt of a signed written request.
- Making our Privacy Officer available to answer your questions and concerns about our personal information handling practices and to deal with signed written complaints regarding those practices.

## NOTIFICATION OF COLLECTION OF PERSONAL INFORMATION

We at Smartworks! Office Organizing Services are committed to protecting the personal information of our clients and to utilizing that personal information in a responsible and professional manner. When you receive services of any kind from Smartworks! Office Organizing Services, some personal information needs to be shared with the staff of Smartworks! Office Organizing Services so that the right care, treatment and service can be provided.

We collect personal information from you such as name, home address and telephone number, work address and telephone number, email address(s) to:

- Open and update client files
- Invoice clients
- Send reminders and informational material to clients
- Basic communication with client(s)

Personal information may be disclosed to a third party, e.g. a contractor and/or another Professional Organizer, with prior notice and consent from the client.

The personal information that you are asked to give is collected, used and disclosed in accordance with the provisions of the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) and the Alberta Personal Information Protection Act (PIPA).

For further information about our privacy policy statements, or if you have any questions about the information handling practices of Smartworks! Office Organizing Services, please contact our Privacy Officer at:

privacyofficer@sworganizing.ca  
403.615.4349  
210, 345 Rocky Vista Park NW  
Calgary, AB T3G 5K6