

YZED Projects

Privacy & Data Security Policy

PURPOSE

Protecting your privacy is really important to us. Accordingly, we're providing this Privacy Policy to explain our practices regarding the collection, use, and disclosure of information that we receive when you use our Services. This Privacy Policy does not apply to any third-party websites, services, or applications, even if they are accessible through our Services. Any information that we collect is subject to the privacy policy in effect at the time that Information is collected. We may, however, modify and revise this Privacy Policy from time to time. If we make any material changes to this Privacy Policy, we'll notify you of those changes by posting them on the Services or by sending you an email or other notification, and we'll indicate when those changes will become effective.

Your Privacy Rights

All businesses engaged in commercial activities in Canada must comply with the Canadian Standards Association Model Code for the Protection of Personal Information, which it incorporates. The Act gives you rights concerning the privacy of your personal information. YZED Projects is responsible for the personal information we collect and hold. To ensure this accountability, we have developed this policy.

How do we collect your personal information?

We collect information only by lawful and fair means and not in an unreasonably intrusive way. Wherever possible we collect your personal information in an active fashion directly from you. Sometimes we may obtain information about you from other sources for example, as an example, passively by recording data on the history of your acquisition of services from us.

Consent

In all cases, we will ask you to specifically consent if we collect, use, or disclose your personal information. Normally, we ask for your consent in writing, but in some circumstances, we may accept your oral consent, which we will document. In all cases, our goal is to ensure compliance with Canada's Anti-Spam Legislation (CASL).

Use of Your Information

We use your personal information to provide our services to you, to administer our client databases and to include you in any of our direct marketing activities. If you tell us that you no longer wish to receive information about our services we will not send any further material. YZED Projects does not disclose your personal information to any third party to enable them to market their products and services. Your consent to our use of your personal information can be withdrawn at any time by following the directions at the end of this policy. YZED Projects will retain your personal information for only the period of time which is reasonable under the circumstances and once your personal information is no longer required for the purposes discussed above, it will be deleted.

- **Statement for when people sign up for our email list:**
 - We respect your privacy and your inbox. We will never send you nonsense content or sell your information to third parties.

Disclosure of your Personal Information

Under certain circumstances, YZED Projects will disclose your personal information:

- when we are required or authorized by law to do so, for example if a court issues a subpoena;
- when you have consented to the disclosure;
- when the services we are providing to you requires us to give your information to third parties, your consent will be implied, unless you tell us otherwise;
- where it is necessary to establish or collect fees;
- if we engage a third party to provide IT services to us (like computer back-up services or archival file storage) and the third party is bound by our privacy policy, please note that such service provider(s) may be located outside of Canada;
- if the information is already publicly known.

Is My Personal Information Secure?

YZED Projects takes all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect your information are:

- restricted file access to personal information to only those with a need to know;
- deploying technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access;
- internal password and security policies;
- secure disposal of personal information no longer needed; and
- screening and training of personnel.

YZED Projects cannot, however, guarantee that loss, misuse or unauthorized use will never occur (e.g. that someone will overcome our security measures). If you receive any electronic communication which purports to be from YZED Projects that you have any questions or concerns about, please contact us. Spam, improper use, and pirating of domain names and email addresses is a growing problem, so we appreciate hearing about incidents in order that we may investigate them and provide you the best security and customer service possible.

Communicating with Us

You should be aware that any channel of communication, such as email, is not 100% secure, and you should be aware of this when contacting us to send personal or confidential information.

Changes to this Privacy Policy

Since YZED Projects regularly reviews all of its policies and procedures, we may change our Privacy Policy from time to time without notice.

Requests for Access To Your Personal Information

You may ask for access to any personal information we hold about you. Summary information is available on request and we will attempt to respond to the request within 14 days of receipt. If you have any questions, complaints or wish to access your personal information, please contact us at wendy@yzedprojects.com.

If you are not satisfied with our response, the Privacy Commissioner of Canada can be reached at: 112 Kent Street Place de Ville Tower B, 3rd Floor Ottawa, Ontario K1A 1H3 1.800.282.1376.

Confidentiality Policy & Statement

It is protocol of YZED Projects that all employees and contractors (referred to as representatives) do not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with YZED Projects to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom YZED Projects has authorized disclosure. Representatives shall use confidential information solely for the purpose of performing services for YZED Projects.

This protocol is not intended to prevent disclosure where disclosure is required by law. Representatives must exercise good judgment and care at all times, including conversations in public spaces, to avoid unauthorized or improper disclosures of confidential information.

In addition, representatives should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on computers, desks or otherwise in plain view and refrain from the use of any device to discuss confidential information if the conversation could be heard by unauthorized persons.

SIGNED BY

Wendy Morrison, Founder & CEO

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Approved on: April 27, 2021

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