



Helping to simplify people's lives for over 25 years

PRIVACY POLICY

Type of Website: Service Business

Effective Date: 10th day of February, 2025

Website address: www.organizedsolutions.ca

Website Owner: Elaine Jermy owns and operates www.organizedsolutions.ca (the "site"). Elaine can be contacted at:

info@organizedsolutions.ca

905-536-3181

710 Spring Gardens Road, Burlington, ON, L7T 4K7

Purpose

At Organized Solutions Inc., your privacy and confidentiality are of utmost importance to us. We care deeply about protecting the personal information of our customers and website visitors. Our goal is to be as transparent as possible about the data we collect and how this data is used.

The purpose of this privacy policy (this "Privacy Policy") is to inform users of our Site of the following:

1. The personal data we will collect;
2. Use of collected data;
3. Who has access to the data collected;
4. The rights of the Site users; and
5. The Site's cookie policy.

This Privacy Policy is in addition to the terms and conditions of our Site.

Consent

By using our Site, users agree that they consent to:

1. The conditions set out in this Privacy Policy; and
2. The collection, use, and retention of the data listed in this Privacy Policy.

Personal Data We Collect

We only collect data that helps us achieve the purpose set out in this Privacy Policy. We will not collect any additional data beyond the data listed below without notifying you first.

Data Collected in a Non-Automated Way

1. First and last name;
2. Email address;

3. Phone number;
4. Address; and
5. Description of organizing needs.

This data may be collected by phone, email, website contact form, social media messages, newsletter sign-up or marketing efforts (e.g. contests, event registration).

As per PIPEDA, This information is used solely to improve your experience with us and will not be shared or sold to third parties.

How We Use Personal Data

Data collected on our Site will only be used for the purposes specified in this Privacy Policy or indicated on the relevant pages of our Site. We will not use your data beyond what we disclose in this Privacy Policy.

The data we collect when the user performs certain functions may be used for the following purposes:

1. For customer intake;
2. For invoicing and accounting;
3. For marketing communications (e.g. Mailchimp database).

Who We Share Personal Data With

Employees and Subcontractors

We may disclose user data to any member of our organization who reasonably needs access to user data to achieve the purposes set out in this Privacy Policy.

Other Disclosures

We will not sell or share your data with other third parties, except in the following cases:

1. If the law requires it;
2. If it is required for any legal proceeding;
3. To prove or protect our legal rights; and
4. To buyers or potential buyers of this company, in the event that we seek to sell the company.

If you follow hyperlinks from our Site to an external site, please note that we are not responsible for and have no control over their privacy policies and practices.

Where We Store Personal Data

We use a variety of secure systems to store your personal data, depending on use, including our:

- Website provider, HostGator, a division of [Newfold](#);
- Website platform, [WordPress](#);
- Email system through [Google](#);
- Customer database from [Mailchimp](#), and
- Use of [QuickBooks](#) for invoicing and accounting.

The link to the privacy policy for each of these third-party providers is available for your reference.

How Long We Store Personal Data

User data will be stored for approximately 10 years from the date of your last service. You will be notified by email if your data is kept for longer than this period.

How We Protect Your Personal Data

Multiple layers of security are used to safeguard your information including encryption, two-factor authentication and other security features. Data is accessible to our senior management and only shared as necessary in relation to a client project. Data is transferred using TLS/SSL, encryption and protected using AES 256-bit encryption when it's stored.

While we take all reasonable precautions to ensure that user data is secure and that users are protected, there always remains the risk of harm. The Internet as a whole can be insecure at times and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

Children

We do not knowingly collect or use personal data from children under 13 years of age. If we learn that we have collected personal data from a child under 13 years of age, the personal data will be deleted as soon as possible. If a child under 13 years of age has provided us with personal data their parent or guardian may contact our privacy officer.

How to Access, Modify, Delete, or Challenge the Data Collected

If you would like to know if we have collected your personal data, how we have used your personal data, if we have disclosed your personal data and to who we disclosed your personal data, or if you would like your data to be deleted or modified in any way, please contact our privacy officer here:

Barbara Hall
privacy@organizedsolutions.ca
905-536-3181
710 Spring Gardens Road, Burlington, ON, L7T 4K7

How to Opt-Out of Data Collection, Use or Disclosure

In addition to the method(s) described in the How to Access, Modify, Delete, or Challenge the Data Collected section, we provide the following specific opt-out methods for the forms of collection, use, or disclosure of your personal data:

1. You can opt-out of the use of your personal data for marketing emails. You can opt-out by clicking "unsubscribe" on the bottom of any marketing email.

Cookie Policy

A cookie is a small file, stored on a user's hard drive by a website. Its purpose is to collect data relating to the user's browsing habits. You can choose to be notified each time a cookie is transmitted. You can also disable cookies entirely in your internet browser, but this may decrease the quality of your user experience.

We use the following types of cookies on our WordPress Site:

1. Strictly Necessary: These are the cookies that are essential for WordPress sites to perform basic functions. These include those required to allow registered users to authenticate and perform account related functions.
2. Functionality: These cookies are used to store preferences set by users such as account name, language, and location.

3. Performance: Performance cookies collect information on how users interact with the website's host, including what pages are visited most, as well as other analytical data. These details are only used to improve how the website functions.
4. Tracking: These are set by trusted third party networks (e.g. Google Analytics) to track details such as the number of unique visitors, and pageviews to help improve the user experience.
5. Third Party/Embedded Content: our website makes use of different third party applications and services to enhance the experience of website visitors. These may include social media platforms such as Facebook, Instagram and LinkedIn (through the use of sharing buttons), or embedded content from YouTube and Vimeo. As a result, cookies may be set by these third parties, and used by them to track your online activity. We have no direct control over the information that is collected by these cookies.

Modifications

This Privacy Policy may be amended from time to time in order to maintain compliance with the law and to reflect any changes to our data collection process. When we amend this Privacy Policy, we will update the "Effective Date" at the top of this Privacy Policy. We recommend that our users periodically review our Privacy Policy to ensure that they are notified of any updates. If necessary, we may notify users by email of changes to this Privacy Policy.

Client Confidentiality

We value your trust and are committed to maintaining the highest standards of client confidentiality. We will never share or sell your information to third parties.

Use of Before and After Pictures

We take great pride in showcasing the transformation our services provide. However, we will always obtain your explicit permission before posting any before and after pictures of your home.

Contact Information

If you have any questions, concerns or complaints about our Privacy Policy, you can contact our privacy officer, Barbara Hall at:

privacy@organizedsolutions.ca
905-536-3181
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