

## **Our Privacy Statement**

Grand Lake Consulting Group Inc. (“Grand Lake Consulting”) takes the privacy and confidentiality of our clients, employees, potential employees, and website users very seriously. We have developed this Privacy Statement to clearly define our ongoing commitment to protecting privacy rights and inform you of the policies and practices we have in place relating to managing personal information associated with our website. Specific procedures discussed in this Privacy Statement reflect requirements set out in both federal and provincial privacy legislation. Grand Lake Consulting’s policy is to always adhere to the needs of the law and our professional responsibilities.

By using our website, you signify your consent to the contents of this Privacy Statement. If you do not agree with this Privacy Statement’s contents or our collection, use, disclosure, and management of your personal information as described in this Privacy Statement, do not use our website.

## **Collection and Use of Your Personal Information**

For this Privacy Statement, “Personal Information” means information about an identifiable individual. It does not include an individual’s business contact information, including the individual’s name, title or position, business, telephone, or facsimile number.

Grand Lake Consulting will only collect, use or disclose your Personal Information with your consent except where we are authorized or required by law to do so without permission. Grand Lake Consulting will obtain your consent in a form appropriate to the sensitivity of the Personal Information and allow you to modify or withdraw your consent.

Grand Lake Consulting will use and disclose Personal Information only for the purposes for which it was collected unless you consent to a new use or the privacy laws permit use or disclosure without consent. Consent may be provided orally, in writing, electronically, through inaction, or otherwise. Grand Lake Consulting will assume that an individual has consented to our reasonable collection and use of Personal Information consistent with the purposes for which the information was given when the individual initiates contact with us or voluntarily provides Personal Information to us. By providing Personal Information to us, you agree that Grand Lake Consulting may collect, use and disclose such Personal Information as set out in this Privacy Statement and as otherwise permitted or required by law.

## **Protection of Your Personal Information**

Grand Lake Consulting will use reasonable security safeguards to protect your Personal Information against unauthorized access, use, disclosure, loss, modification, or destruction. Sometimes, Personal Information may be processed and stored outside Canada by Grand Lake Consulting or a third-party processor. Such Personal Information may be subject to disclosure per the laws applicable in the jurisdiction in which the Personal Information is processed or stored. These laws may provide a different level of protection than Canadian privacy laws.

### **Permitted Disclosure of Your Information**

Grand Lake Consulting may provide your information to third parties in situations where: (i) you have given your consent, (ii) the third parties are our suppliers or agents who assist us in serving you, or (iii) Grand Lake Consulting is required or permitted to do so by law or applicable regulations to comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction or to comply with rules of conduct required by regulatory bodies.

### **Responding to Your Privacy Concerns**

Grand Lake Consulting will, on request, provide you with information about the existence, use, and disclosure of your Personal Information and give access to that information if reasonable.

Grand Lake Consulting will investigate and respond to your reasonable concerns about any aspect of our handling of your Personal Information. To request access to your Personal Information, to register a privacy-related complaint, or if you have any questions regarding our Privacy Statement, Privacy Policy, or practices, please get in touch with Grand Lake Consulting's Privacy Officer via e-mail at: [client@grandlakeconsulting.ca](mailto:client@grandlakeconsulting.ca).

### **Website**

This website may contain links to other sites. Grand Lake Consulting is not responsible for collecting Personal Information or the security or privacy of such information on third-party sites. Grand Lake Consulting's Privacy Statement only applies to the lead our website contains.

### **Changes**

Grand Lake Consulting may revise this Privacy Statement at any time and without notice. Grand Lake Consulting reserves the right to modify or amend the contents of this website at any time and without notice.