

Privacy Policy

Instructions for use

This privacy policy has been designed for the use of Diligent Assistant Clients only and is meant for use as a guideline only. Feel free to change wording as you feel necessary. Insert your company details where the text is highlighted in red and change any e-mail addresses as necessary. This should be housed on your website.

Your Company has adopted this Privacy Policy Statement in order to inform you of its policies with respect to personal information collected from you, including but not limited to, your name, mailing address, fax number, email address and telephone numbers.

We will not collect any personally identifiable information about you unless you are asked and willingly provide it. Therefore, if you do not want us to obtain any of your personally identifiable information do not submit any to us. Please be aware however, failure to provide personal information may result in the inability to receive services or products.

Personal identifiable information is any information that concerns you individually and could enable someone to contact you. For example, your name, telephone number, email address or any information you submitted to us that identifies you personally.

To the extent permitted by law, the provisions of this Policy concerning "personal information" do not apply to information (such as your personal name, position or title, business address, business telephone number, business fax number and business email address) which enables you to be contacted at a place of business.

Subject to you providing your express or implied consent and applicable laws, from time to time, **Your Company** may send to you, emails, and other communications containing information about services and products and current promotions or specials. At any time, you may ask us to stop sending you such correspondence by e-mailing our Privacy Officer, [your e-mail address](#) we may also use your personal information where appropriate to process and service transactions and send related communications to you.

Your Company may provide your personal information to its affiliates, agents, suppliers and service providers for use in connection with matters relating to our services. We require our affiliates, agents, suppliers and service providers to agree to use your personal information only for the purposes for which it is provided to them, and to protect the privacy of your personal information in a manner that is consistent with this Policy. If at any

time you do not wish your personal information to be disclosed to certain or any other persons, please send your request to [your e-mail address](#) ; however, this may affect your ability to use our services.

Your Company may disclose your personal information to a government institution that has asserted its lawful authority to obtain the information or where we has reasonable grounds to believe the information could be useful in the investigation of unlawful activity, or to comply with a subpoena or warrant or an order made by a court, person or body with jurisdiction to compel the production of information, or to comply with court rules regarding the production of records and information, or to its legal counsel. We have no control over, or liability for, those persons' use and disclosure of your personal information, and that use and disclosure is not subject to this Policy.

You may request access to your personal information and information about our collection, use and disclosure of that information by sending your request to [your e-mail address](#)

Your Company will store and process your personal information in Canada. The laws of other countries regarding the collection, use, and disclosure of personal information may be different from the laws of Canada. The disclosure of your information in accordance with this Policy and applicable law may result in your personal information being transferred outside of Canada. We use reasonable security safeguards appropriate to the sensitivity of the personal information in our possession in order to protect that information from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

Your Company reserves the right to modify or supplement this policy at any time. If a material change to the terms of this policy is made, we will post a notice on our website.