



## **University Landscaping Privacy Statement**

We collect personal information from our customers in the regular course of doing business. This document answers some of your most frequently asked questions, and lets you know exactly how we're protecting the information you entrust to us.

### **What personal information do you collect about me?**

We collect the following information about you:

- postal codes and telephone numbers
- name and address
- purchase history and product preferences

When you visit our web site, we also collect:

- information about your computer, including your IP address, the type of operating system and browser you use, and your computer's location
- what pages you visit on our site and what links you click on

### **How do you use this information?**

The main reasons we collect personal information from you are:

- to complete a sale, service or transaction with you
- to verify work site where service is to be done
- to ensure billing information is correct
- to help enable collection of payments

We also use your personal information for other, secondary reasons, including:

- customer service
- as part of a warranty program

### **How do you get my consent?**

When you provide us with personal information to complete a transaction, place an order, arrange for a service, we assume you consent to our collecting it and using it for that specific reason only.

If we ask you for personal information for a secondary reason, like references or customer feedback, we will either ask you directly for your consent or provide you with an opportunity to say no. Saying no is called "opting out." By opting out, you can tell us not to share it with other customers or companies.

## How do I opt out?

Upon completion of landscape project the customer has the option on whether or not they want their name, address and/or telephone number to be used as a reference for future customers. The same applies to our maintenance customers.

## How do I get more information?

Our staff will be happy to answer any questions you may have about your personal information. If you would like more information about our policies, or you would like to see exactly what personal information we have about you in our records, or you wish to register a complaint, please contact:

- Dan Toner
- (780)-496-9093
- [university@interbaun.com](mailto:university@interbaun.com)
- 9994-29 AVE

You can also contact the Office of the Privacy Commissioner of Canada for assistance between the hours of 9 am and 5 pm, at:

Toll-free: 1-800-282-1376  
Phone: (613) 995-8210  
Fax: (613) 947-6850  
TTY: (613) 992-9190

or by mail at:

112 Kent Street  
Place de Ville  
Tower B, 3rd Floor  
Ottawa, Ontario  
K1A 1H3

or on the Web at:

<http://www.privcom.gc.ca/>