

Privacy Policy

The protection and confidentiality of personal information is highly respected by our company.

We practice procedures dealing with the protection of strict privacy.

The use of cookies is not practiced by our corporation.

Our company does not promote the use of spam, nor do we promote the use of unsolicited bulk email.

Our employees/contractors play an important role in protecting personal information. They are required to adhere to this policy and take all reasonable steps to ensure that personal information is protected from unauthorized access.

Collection, Use and Disclosure of Personal Information

We collect personal information from our customers in order to administer the contract for products and/or services. We collect the following types of personal information from our customers:

- Customer name
- Customer address
- Telephone number(s)
- Fax number
- Email address

This personal information is collected for the following purposes:

- For the administration of the complete contract for services
- In order to contact the customer for instruction and billing purposes
- For further work in the future

We only use a customer's personal information for the purposes outlined above. If we need to use the personal information for any other purpose we will contact the customer and obtain consent prior to that use.

Business contact information is not protected by this policy. This type of information is not considered to be personal information and may be collected, used and disclosed without consent.

We apply our best efforts to protect our customer's privacy. If our customers have any concerns they are free to contact our company office.