



Writing Victoria
221 Gorge Road East, Suite 201
Victoria, BC V9A 1L2
Phone: (250) 483-5588
Fax: 1(866) 830-8912
www.WritingVictoria.com

Revised April 24, 2009

Writing Victoria Privacy Policy

Writing Victoria is committed to maintaining the principles of integrity and trust with respect to the accuracy, confidentiality, and security of personal information and to maintaining compliance with the current laws and regulations governing the confidentiality and security of information obtained and maintained within our possession. This commitment extends to any personal information about our customers that we might possess or acquire.

We have established the following principles that govern our information practices:

We will communicate to you the purposes that your personal information is being collected for.

- For market research regarding existing and proposed products
- For the purpose of marketing Writing Victoria's product and services
- To establish client identification and facilitate relationship building between sales personnel and customers;
- To complete the sale and installation of Writing Victoria products
- To provide customer support and related services
- To assist or manage the issuance, transfer, exercise or other activity relating to Writing Victoria securities and security holders.
- To share or exchange information with personnel or client reporting agencies, credit bureaus, and any other person, corporation, firm or enterprise to verify the accuracy of personal information;
- For billing, accounting and payroll services relating to our products, services, and personnel remuneration;
- To determine personnel eligibility for hire, awards, pay and performance evaluations, termination, benefits, etc.;
- For internal, external and regulatory audit purposes;
- To comply with legal and regulatory requirements.

The Information We Collect

(1) Site Activity Data

Each time a visitor comes to this website, our web server collects and logs certain information. These access logs are kept for a reasonable period of time. These logs include, but are not restricted to your machine's TCP/IP address, your username (if applicable), date, time and files accessed. These logs also contain information about 'referrer' information if you clicked on an external link to an Writing Victoria webpage. These logs are used solely for performance, site administration and security reviews. They are not sold or shared in any way to third party organizations.

Comprehensive professional writing solutions.



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(2) Cookies

Portions of the Writing Victoria website may use cookies only for security and authentication purposes. This information is used solely to maintain your computer's session to the Writing Victoria server. This information is not shared or sold to third party organizations for any purpose.

(3) Personal Information

Personal information, such as your name, personal postal and email address, or personal telephone number is collected only when you voluntarily provide it. Such information is received when you send an email through the site or make some other specific contact, such as completing an online form or registering for a course.

The personal information you provide to the association is forwarded only to the person or department equipped to handle your request and is used only to respond to your inquiry.

Personal information will not be sold to any third parties, nor will such information be added to bulk email lists.

We only use and disclose your information for the intended purpose for which it was collected.

We require third parties that process Writing Victoria data to hold all personally identifiable information confidential, and to use our customer information only for the purpose of fulfilling their business obligation. Writing Victoria does not sell personally identifiable information to third party marketers. Writing Victoria may release personal information in the event that we are legally obligated to do so.

We use recognized industry safeguards to protect personally identifiable information from unauthorized access or use.

Writing Victoria will protect personally identifiable information that you have provided by employing security safeguards that are appropriate to the sensitivity and format of the information. We will protect all personal information in our control against risks of loss, unauthorized access, disclosure, or modification. We will protect personally identifiable information stored on our servers from unauthorized access using commercially available computer security products (e.g., firewalls), as well as carefully developed security procedures and practices. Any information submitted via the Internet is subject to protection under this act.

Writing Victoria websites may contain links to other third party sites that are not governed by this privacy policy. Although we endeavour to link only to sites with high privacy standards, our Privacy Policy will no longer apply once you leave our website ("www.writingvictoria.com"). We are not responsible for privacy policies employed by other third parties or any foreign affiliates, since they would be governed by privacy legislation applicable in their country of residence.

We suggest, therefore, that the privacy statements of those sites be examined to learn how personal information may be collected, used and/or disclosed.

At your request we will update your personal information that you have provided to us.

Writing Victoria will make reasonable efforts to ensure that personal information in our control is accurate and complete. If we collect personal information, we will maintain the information and allow you to update it at any time.

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We will tell you how you can contact us regarding our privacy statement and practices.

If you have any questions about this privacy statement, our information handling practices, or any other aspects of your privacy and the security of information, please contact us:

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Web: www.writingvictoria.com

Email: info@writingvictoria.com

We retain the flexibility to update this policy.

To ensure this Policy remains current and complies with the guidelines set out by the Act, Writing Victoria may periodically update this policy to describe how new processes may affect our use of your information and to let you know of new controls and features that we may provide you. Writing Victoria will NOT apply changes to this policy retroactively to information Writing Victoria has previously collected.

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