

# **Our Privacy Policy**

Homes Scape Home Staging & Design is committed to safeguarding the personal information entrusted to us by our clients. We manage your personal information in accordance with Alberta's Personal Information Protection Act and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

This Privacy Policy applies to both our Website (www.hscalgarystaging) and our Subscription Service (the Subscription Service, also referred to HS Lookbook). This Privacy Policy governs our data collection, processing and usage practices. It also describes your choices regarding use, access and correction of your personal information. If you do not agree with the data practices described in this Privacy Policy, you should not use the Website or the Subscription Service. We periodically update this Privacy Policy. We will post any privacy policy changes on this page and, if the changes are significant, we will provide a more prominent notice by sending you an email notification. If you have any questions about this Privacy Policy or our treatment of the information you provide us, please write to us by email at info@hscalgarystaging.com

This policy applies to Homes Scape Home Staging & Design and its subsidiaries. The policy also applies to any person providing services on our behalf. A copy of this policy is provided to any client on request.

# 1.The Subscription Service

Homes Scape Home Staging & Design provides the Subscription Service to our customers to meet our customer service needs. Used by Homes Scape Home Staging & Design, we use our own Subscription Service for the purposes of providing the following services and products to (but not limited to) our clients:

- deliver requested products and services
- enrol a client in a program
- · process a magazine subscription
- contact clients about appointments
- follow up with clients to determine satisfaction with products and services
- notify clients of upcoming events of interest
- meet regulatory requirements

Information that we collect and manage using the Subscription Service for our own services and products belongs to us and is used, disclosed and protected according to this Privacy Policy.

Our online Subscription Service allows our customers and Homes Scape Home Staging & Design to access our services and products content. The information added to the Subscription Service, either by site visitors providing their contact information or when a Subscription Service user adds the information, is stored and managed on secure servers. This information is then used to contact visitors about their interest in the company's goods or services and interact with the company.

#### Use by Our Customers

Our customers use the Subscription Service to access our marketing tutorials, email newsletters, schedule appointments, and our above noted services and products. Homes Scape Home Staging & Design processes our customers' information as they direct and in accordance with our agreements with our customers, and we store it on our service providers' servers, but we do not have control over its collection or management. Our agreements with our customers prohibit us from using that information, except as necessary to provide and improve the Subscription Service, as permitted by this Privacy Policy, and as required by law. We have no direct relationship with individuals who provide Personal Information to our customers.

Homes Scape Home Staging & Design acknowledges that you have the right to access your Personal Information. Our customers control and are responsible for correcting, deleting or updating information they have supplied from using the Subscription Service. If requested to remove data we will respond within a reasonable timeframe. "Sensitive Information" This refers to credit or debit card numbers, personal account information, Social Security numbers, passport numbers, driver's license numbers or similar personal identifiers, racial or ethnic origin, physical or mental health condition or information, buying habits, employment, financial or health information.

We may collect, use or disclose client personal information without consent only as authorized by law. For example, we may not request consent when the collection, use or disclosure is reasonable for an investigation or legal proceeding, to collect a debt owed to our organization, in an emergency that threatens life, health or safety, or when the personal information is from a public telephone directory

#### 2. Information We Collect

When You Visit our Website You are free to explore the Website without providing any Personal Information about yourself. When you visit the Website and register for the Subscription Service, we request that you provide Personal Information about yourself, and we collect Navigational Information to improve services we offer you and improve our marketing, analytics and site functionality.

# "Personal Information"

This refers to any information that you voluntarily submit to us and that identifies you personally, including contact information, such as your name, e-mail address, company name, address, phone number, and other information about yourself or your business. Personal Information can also include information about any transactions, both free and paid, that you enter into on the Website, and information about you that is available on the internet, such as from Facebook, LinkedIn, Twitter and Google, or publicly available information that we acquire from service providers.

Personal Information also includes Navigational Information or Payment Information where such information can directly or indirectly identify an individual. Navigational information refers to information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and pages viewed. Please see the "Navigation Information" section below. We collect and process payment information from you when you subscribe to the Subscription Service, including credit cards numbers and billing information, using third party PCI-compliant service providers. Except for this, we do not collect Sensitive Information from you.

# Log Files

When you use our services our view content provided by us, we automatically collect information about your computer hardware and software. This information can include your IP address, browser type, domain names, internet service provider (ISP), the files viewed on our site (e.g., HTML pages, graphics, etc.), operating system, clickstream data, access times and referring website addresses. This information is used by HOmes Scape Home Staging & Design for the operation of the Subscription Service, to maintain quality of the Subscription Service, and to provide general statistics regarding use of the Homes Scape Home Staging & Design Website. For these purposes, we do link this automatically-collected data to Personal Information such as name, email address, address, and phone number.

# Information About Children

The Website is not intended for or targeted at children under 16, and we do not knowingly or intentionally collect information about children under 16. If you believe that we have collected information about a child under 16, please contact us at info@hscalgarystaging.com, so that we may delete the information.

#### 3. How We Use Information We Collect

## Compliance with Our Privacy Policy

We use the information we collect only in compliance with this Privacy Policy. Customers who subscribe to our Subscription Services are obligated through our agreements with them to comply with this Privacy Policy. We never sell, trade or share personal information

# Use of Personal Information

In addition to the uses identified elsewhere in this Privacy Policy, we may use your Personal Information to:

- Improve your browsing experience by personalizing the Websites and to improve the Subscription Service
- send information or Homes Scape Home Staging & Design content to you which we think may be of interest to you by email or other means and send you marketing communications relating to our business
- promote use of our services to you and share promotional and information content with you in accordance with your communication preferences
- provide other companies with statistical information about our users -- but this information will not be used to identify any individual user
- send information to you regarding changes to our Customer Terms of Service, Privacy Policy (including the Cookie Policy), or other legal agreements
- meet legal requirements.

We may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, we do not transfer your Personal Information to the third party

# Legal basis for processing Personal Information (EEA visitors only)

Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it. However, we will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you.

If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as of the possible consequences if you do not provide your personal information). Similarly, if we collect and use your personal information in reliance on our legitimate interests, we will make clear to you at the relevant time what those legitimate interests are.

# Use of Navigational Information

We use Navigational Information to operate and improve the Websites and the Subscription Service. We may also use Navigational Information alone or in combination with Personal Information to provide you with personalized information about Socialite.

## Use of Credit Card Information

If you give us credit card information, we use it solely to check your financial qualifications and collect payment from you. We use a third-party service provider to manage credit card processing. This service provider is not permitted to store, retain, or use information you provide except for the sole purpose of credit card processing on our behalf.

# Security of your Personal Information

We use a variety of security technologies and procedures to help protect your Personal Information from unauthorized access, use or disclosure. We secure the Personal Information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. All Personal Information is protected using appropriate physical, technical and organizational measures.

## Social Media Features

Our Website include Social Media Features, such as the Facebook Like button and Instagram Widgets, such as the Share This button or interactive mini-programs that run on our sites. These features may collect your IP address, which page you are visiting on our sites, and may set a cookie to enable the feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Websites. This Privacy Policy does not apply to these features. Your interactions with these features are governed by the privacy policy and other policies of the companies providing them.

# **External Websites**

Our Website provide links to other websites. We do not control, and are not responsible for, the content or practices of these other websites. Our provision of such links does not constitute our endorsement of these other websites, their content, their owners, or their practices. This Privacy Policy does not apply to these other websites, which are subject to any privacy and other policies they may have.

# Retention of Personal Information

How long we keep information we collect about you depends on the type of information, as described in further detail below. After such time, we will either delete or anonymize your information or, if this is not possible, then we will securely store your information and isolate it from any further use until deletion is possible.

We retain Personal Information that you provide to us where we have an ongoing legitimate business need to do so (for example, as long as is required in order to contact you about the Subscription Service or our other services, or as needed to comply with our legal obligations, resolve disputes and enforce our agreements).

When we have no ongoing legitimate business need to process your Personal Information, we securely delete the information or anonymize it or, if this is not possible, then we will securely store your Personal Information and isolate it from any further processing until deletion is possible. We will delete this information from the servers at an earlier date if you so request, as described in "To Unsubscribe from Our Communications" below.

If you have elected to receive marketing communications from us, we retain information about your marketing preferences for a reasonable period of time from the date you last expressed interest in our content, products, or services, such as when you last opened an email from us or ceased using your Homes Scape Home Staging & Design account. We retain information derived from cookies and other tracking technologies for a reasonable period of time from the date such information was created.

#### 4. How We Share Information We Collect

#### Service Providers

We use other platforms to provide services to visitors to our Website, our customers, and users of the Subscription Service and may need to share your information with them to provide information, products or services to you. Examples may include processing credit card payments and providing customer service. In all cases where we share your information with such agents, we explicitly require the platform to acknowledge and adhere to our privacy and customer data handling policies if their policies differ from our own.

#### Corporate Events

If we (or our assets) are acquired by another company, whether by merger, acquisition, bankruptcy or otherwise, that company would receive all information gathered by Homes Scape Home Staging & Design on the Website and the Subscription Service. In this event, you will be notified via email and/or a prominent notice on our website, of any change in ownership, uses of your Personal Information, and choices you may have regarding your Personal Information.

#### Compelled Disclosure

We reserve the right to use or disclose your Personal Information if required by law or if we reasonably believe that use or disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or comply with a law, court order, or legal process.

# 5. Cookies and Similar Technologies

#### Cookies

Homes Scape Home Staging & Design uses cookies or similar technologies (such as web beacons) to analyze trends, administer the website, track users' movements around the website, and to gather demographic information about our user base as a whole.

#### Third Party Tracking Technologies

The use of cookies and web beacons by any tracking utility company is not covered by our Privacy Policy or Cookie Policy.

#### 6. How to Access & Control Your Personal Data

Reviewing, Correcting and Removing Your Personal Information

- You have the following data protection rights:
- You can request access, correction, updates or deletion of your personal information.
- You can object to processing of your personal information or ask us to restrict processing of your personal information.
- If we have collected and process your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the right to complain to a data protection authority about our collection and use of your personal information.

To exercise any of these rights, please contact us at info@hscalgarystaging.com. We will respond to your request to change, correct, or delete your information within a reasonable timeframe and notify you of the action we have taken.

## To Unsubscribe From Our Communications

You may unsubscribe from our marketing communications by clicking on the "unsubscribe" link located on the bottom of our e-mails, updating your communication preferences, or by sending us email us at info@hscalgarystaging.com. Customers cannot opt out of receiving transactional emails related to their account with us or the Subscription Service.