



## Work Wellness Institute - Privacy Policy

### 1. Introduction

At the Work Wellness Institute, we respect and prioritize our users' privacy. This policy applies where we are acting as a data controller concerning your personal data; in other words, where we determine the purposes and means of the processing of such personal data.

By using our services, you understand that we will collect and use your personal information as described in this policy.

### 2. Collecting Personal Information

We may collect, store, and use the following types of personal information:

- a. Information about your device (such as your IP address, geographical location, browser type and version, and operating system)
- b. Information about your visits to and use of this website (including referral source, length of visit, page views, and website navigation paths)
- c. Information you provide to us for the purpose of subscribing to our email notifications and/or newsletters
- d. Any other personal information you choose to send to us

Before you disclose personal information to us relating to another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

### 3. Using Your Personal Information

Personal information submitted through our website will be used for the purposes specified in this policy.

We may use your personal information for the following:

- a. Administering our website and business
- b. Personalizing our website for you
- c. Enabling your use of the services available on our website
- d. Sending you email notifications that you have specifically requested
- e. Dealing with inquiries and complaints made by or about you relating to our website

### 4. Disclosing Personal Information

We may disclose your data to any of our employees and officers, as reasonably necessary for the purposes set out in this policy.

We may also disclose your personal information:

- a. To the extent required to do so by law
- b. In connection with any ongoing or prospective legal proceedings
- c. To establish, exercise, or defend our legal rights



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admin@workwellnessinstitute.org

## 5. International Data Transfers

The personal information that we collect may be transferred to, and stored at, a destination outside of Canada or European Economic Area ("EEA").

## 6. Retaining Personal Information

Personal information that we process for any purpose shall not be kept for longer than is necessary for that purpose.

## 7. Security of Your Personal Information

We will take reasonable technical and organizational precautions to prevent the loss, misuse, or alteration of your personal information.

## 8. Your Rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to the supply of appropriate evidence of your identity.

You may instruct us at any time not to process your personal information for marketing purposes.

## 9. Cookies

Our website uses cookies. A cookie is a file containing an identifier (a string of letters and numbers) sent by a web server to a web browser and stored by the browser.

## 10. Updates

We may update this policy from time to time by publishing a new version on our website.

## 11. Contact

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email at [admin@workwellnessinstitute.com](mailto:admin@workwellnessinstitute.com) or by post to Work Wellness Institute, 103 3991 Henning Drive Burnaby, BC.