



Margo Lee Burton ~ Transformational Therapy
R.S.W., M.S.W., B.Ed., C.Y.T
Social Worker/Psychotherapist

Privacy Policy

This privacy policy discloses the privacy practices for www.margoleeburton.com. The website and content is owned by Margo Lee Burton R.S.W.,M.S.W. When the term "you" is used it refers to the user or viewer of the www.margoleeburton.com

This policy exists to describe your rights regarding collection, use and disclosure of your personal information under Canada's Personal Information Protection Act (PIPA). It considers all provinces.

Information That May Be Collected

We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to provide you with a positive experience, regarding the reason you contacted us. We will not share your information with any third party outside of this organization. Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

We may collect:

1. Name and an email address so we can send the newsletter to you - you are affirmatively consenting to this by providing this to us in our contact forms.
2. Billing information including name, address and credit card information so that we can process payment to deliver our services to you under the contractual obligation.
3. A name and an email address if you complete our contact form with a question or a request for consultation. We may send you marketing emails with either your consent or if we believe we have a legitimate interest to contact you based on your contact or question.
4. Information from you from a co-branded offer. In this case, we will make clear as to who is collecting the information and whose privacy policy applies. If both / all parties are retaining the information you provide, this will also be made clear as will links to all privacy policies.

Please note that the "Personal Data" that you are giving to us is voluntarily, and when you provide this information to you are giving consent for us to use, collect and process this Personal Data. You are welcome to opt-out or request for us to delete your Personal Data at any point by contacting us margoleeburton@gmail.com

If you choose not to provide us with certain Personal Data, you may not be able to participate in certain aspects of our Website or content.

You may opt out of any future contacts from us at any time.

Your Access to and Control Over Information

You can access by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

We have 30 days to respond to your request. If over 15 minutes to organize a fee for paperwork will be issued. At \$70 per half hour.

Other Information We May Collect:

Anonymous Data Collection and Use

To maintain our Website's high quality, we may use your IP address to help diagnose problems with our server and to administer the Website by identifying which areas of the Website are most heavily used, and to display content according to your preferences. Your IP address is the number assigned to computers connected to the Internet. This is essentially "traffic data" which cannot personally identify you, but is helpful to us for marketing purposes and for improving our services. Traffic data collection does not follow a user's activities on any other websites in any way.

Anonymous traffic data may also be shared with business partners and advertisers on an aggregate basis.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

Regarding an intake form, other forms and notes for counselling sessions, all material is locked in a computer file, password protected in a password protected computer.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 705 304-1838 or via email.

If changes occur to this policy a notice will be posted on the website and in the newsletter.