



# Privacy Policy

**Webstaple Limited • 1900 King St. E • PO Box 69032 • Hamilton, Ontario • L8K 6R4 • 905.218-5507**

From time to time Webstaple may ask for personal or business information as part of the registration process for creation of a client account, website newsletters or other specified services. At the time in which personal or business data is requested from the registrant, visitor or businesses representative will be informed as to how the data may be used.

## Newsletter and Member Registration

Users may elect to register with Webstaple.net to receive occasional Newsletters and gain access to enhanced content and services provided on the website otherwise not available to non-registered users.

Personal information entered when registering is protected under the terms of this Privacy Policy. We do not pass on your personal information to any third parties. Only Webstaple will contact you and only for the purposes you specifically authorized at the time of sharing your information.

At the time of registration, you will subscribe to the free newsletter published by Webstaple. The personal information gathered will only be stored and used for the purpose of sending you the newsletter, and contacting you in relation to issues associated to the newsletter. You may delete your account and subscription at any time.

## Sessions

During the process of logging into to Webstaple's website Sessions are used to allow a registered user private access to their account information. At no time, will any other information be gathered other than what can be seen by user once logged in to the system.

If selection of a "remember" feature is presented, the option is the users internet browser functionality and not generated by Webstaple web applications unless otherwise stated.

## Webstaple Cookies Policy

### What is a Cookie?

A cookie is a file containing a small amount of data sent to the browser on your computer or mobile device from a web site. The file stored is on your computer's hard drive or memory chip.

A web site can send its own cookie to your browser if your browser's preferences allow it. Your browser will only permit a web site to access the cookie(s) it has sent to your computer. Most modern web sites use cookies to track online traffic statistics and provide enhanced services which require the use of cookies to function.



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You have the choice to set your browser to accept all cookies, to notify you when a cookie is being left on your computer, or to reject all cookies. Check your browser's help section to learn more.

If you elect to reject all cookies, certain personalized services on Webstaple sites and web applications may be hindered or malfunction. The ability to login to our system may not be available to you and restrict your ability to take full advantage of the resources provided by Webstaple.

Note: Most modern web sites which offer interactive services require your browser to accept cookies in order for them to deliver their functionality and services to you.

## **How Webstaple may Use Cookies**

Webstaple may use cookies to provide registration services and to track the use of our website. Our web site uses a web traffic statistics program that tracks how users of webstaple.net are making use of our web site. This information helps us to understand how our services are being used and the data we gather from the program helps us to understand what pages are popular, what pages are not. This assists us when we consider what information and services we'll provide or omit in the future. The program uses cookies to track pages and to understand how many visitors are new to our website and which visitors are returning after a previous visit.

For more details about the information which is gathered, please read the Data Protection Act / Use of Information section below.

## **Removing Your Personal & Business Information from Our Database**

You may have your personal details removed from our database at any time. To have your details removed from our lists; either: Login to your account (registered users) and select the option to delete your account; this will remove your details from our system; or, please contact us with details of the name and email address you wish to be removed from database. We will confirm removal of your details within 28 working days, but usually much sooner.

## **Data Protection Act / Use of Information**

In line with to the Data Protection Act, Webstaple is duty-bound to disclose your information where the disclosure is required by or under any enactment, rule of law or by the order of a court, for the purpose of, or in connection with any legal proceedings (including prospective legal proceedings); For the purpose of obtaining legal advice; For the purpose of establishing, exercising or defending legal rights. We will disclose any information we have in our possession to law enforcement or government officials in response to any inquiry or investigation or if in our sole discretion, we believe it is necessary or appropriate.



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You agree that your personal and business information may be sent to and processed in places and on computers based outside of the Canadian Continent. Your personal information will be treated with the same respect as set out in this Privacy Policy regardless of where it resides geographically.

Webstaple collects information about its users and Visitors in the following ways:

Non specific, non-identifiable user for Web site Usage reports

When you visit the webstaple.net site, we automatically collect certain information about how you make use of our web site. This information helps us to understand which parts of our site are working, and which are not, thus enabling us to improve our service to you and other visitors in the future.

Information gathered on website use reports includes the following:

- Pages visited and length of time at each page, length of visit to the site; as well as other statistical data about page and site usage.
- Where possible, the geographic location and time zone of a Visitor, using your internet provider's universally available IP address;
- Page or pages that referred a Visitor to webstaple.net, page or pages last visited before leaving webstaple.net; our system may also leave a "cookie" on the Visitor's PC, to record how many times a particular visitor has browsed our web site. If you do not wish to have "cookies" left on your PC, you can configure your Internet Browser to reject them.
- We may also collect information about the browser a visitor is using (brand and version) as well as the operating system that a computer is using (e.g. Windows, Macintosh, Linux, etc).

## Information We Share with Current or Prospective Advertisers/Clients/Partners

We may provide aggregate, non-identifiable information to our current and prospective advertisers, clients and business partners. For example, we may share information that tells advertisers that there are 10,000 people registered and receiving a regular newsletter from Webstaple, but we won't tell them that e.g. John Doe is one of them, only the business name and company information will be used to drive more traffic and expose our members business and services while restricting the visual email address, e.g. johndoe@somedomain.com, to reduce or eliminate the possibility of SPAM send to Webstaple Clients.