

PRIVACY POLICY

It's important to SureStep IT Inc. to help our customers retain their privacy when they take advantage of all the Internet has to offer. Your privacy is important to you...and to us. We will protect the information you share with us. To protect your privacy, SureStep IT Inc. follows these principles for customer privacy and data protection. This policy is in effect from 01-01-2022 to present.

Purpose

The purpose of this privacy policy is to inform users of our site of the following:

- The personal data we will collect.
- Use of collected data.
- Who has access to the data collected and,
- The rights of site users.

Consent

By using our site, users agree that they consent to:

- The conditions set out in this privacy policy and,
- The collection, use, and retention of the data listed in this privacy policy.

Personal Data We Collect

We may also collect the following data when you perform certain functions on our site.

- First and last name.
- Email address.
- Job title.
- Company.
- Any comments provided by the user.

The data may be collected using the following methods,

- Web form

How We Use Personal Data

Data collected on our Site will only be used for the purposes specified in this Privacy Policy or indicated on the relevant pages of our site. We will not use your data beyond what we disclose in this Privacy Policy.

The data we collect when the user performs certain functions may be used for the following purposes,

- Communication

Who We Share Personal Data With

Employees

We may disclose user data to any member of our organization who reasonably needs access to user data to achieve the purposes set out in this Privacy Policy.

Other Disclosures

We will not sell or share your data with other third parties, except in the following cases,

- If the law requires it.
- If it is required for any legal proceeding.
- To prove or protect our legal rights.
- To buyers or potential buyers of this company in the event that we seek to sell the company.

If you follow hyperlinks from our Site to another Site, please note that we are not responsible for and have no control over their privacy policies and practices.

How Long We Store Data

User data will be stored until the purpose the data was collected for has been achieved.

How We Protect Your Personal Data

In order to protect your security, we use the strongest available browser encryption and store all of our data on servers in secure facilities. All data is only accessible to our employees. Our employees are bound by strict confidentiality agreements and a breach of this agreement would result in the employee's termination.

While we take all reasonable precautions to ensure that user data is secure and that users are protected there always remains the risk of harm. The Internet as a whole can be insecure at times and therefore we are unable to guarantee the security of user data beyond what is reasonably practicable.

Children

We do not knowingly collect or use personal data from children under 13 years of age. If we learn that we have collected personal data from a child under 13 years of age, the personal data will be deleted as soon as possible. If a child under 13 years of age has provided us with their personal data, their parent or guardian may contact our privacy team.

How to Access, Modify, Delete or Challenge the Data Collected

If you would like to know if we have collected your personal data, how we have used your data, if we have disclosed your data and to whom we disclosed your data, or if you would like your data to be deleted or modified in any way, please contact our privacy team.

Do Not Track Notice

Do Not Track (“DNT”) is a privacy preference that you can set in certain web browsers. We do not track the users of our site over time and across third party websites and therefore do not respond to browser initiated DNT signals.

Modifications

This privacy policy may be amended from time to time in order to maintain compliance with the law and to reflect any changes to our data collection process. When we amend this policy, we will update the effective date indicated above. We recommend that our users periodically review our policy to ensure that they are notified of any updates. If necessary, we may notify user by email of changes to this privacy policy.