

# Privacy Policy and Terms and Conditions

## Privacy Policy

Please read this Privacy Policy very carefully before using this site. The website you have entered is operated by Gateway Services Inc. Gateway Services Inc. is committed to protecting your privacy. The purpose of this Privacy Policy is to inform you about Gateway Services Inc. guidelines and practices relating to the collection, use and disclosure of personal information that may be provided through access to or use of our websites or that may otherwise be collected by us. This Privacy Policy also tells you what to do if you do not want your personal information collected and how you can change or delete information you have already provided to us.

### **Personal Information**

Privacy legislation in Canada defines personal information broadly as any information about an identifiable individual. In general, personal information does not include business contact information, including your name, title or position, business or business e-mail address, telephone and facsimile number.

### **What Personal Information We Collect and How We Use It**

Among other reasons, Gateway Services Inc. collects and retains information for the purposes of conducting market research, surveys and mailings.

Examples of personal information collected by Gateway are:

- contact information (such as name, address, e-mail address and telephone number in a non-business capacity)
- Gateway Services Inc. uses your personal information for the following purposes:
- to address your inquiries or respond appropriately;
- to develop and improve our products, services and websites and to advise you about new products and services that may be of interest to you;
- to subscribe to newsletters, mailings and fill out surveys;

### **Disclosure of Your Personal Information**

Gateway Services Inc. uses information obtained from the users of its website to enhance the users experiences on its website. Gateway Services Inc. will not disclose any personal information to any third parties, except when so required by law, to protect other users or subscribers, or to respond to an emergency. Otherwise, names and information will only be disclosed with permission. If necessity, information may be disclosed to contractors or other agents responsible for maintaining and/or improving the website. Information will be shared with such contractors and agents only to the extent reasonably necessary for them to perform such website services and pursuant to reasonable confidentiality obligations.

Gateway Services Inc. uses a number of security methods to protect the data that resides on its servers. However, no security system is impenetrable. Gateway Services Inc. cannot guarantee the security of its service, nor can it guarantee that the information that users and subscribers supply will not be intercepted while being transmitted to Gateway Services Inc. over the Internet. For more information, please contact us.

### **Cookies**

A cookie is a small file written to your computer's hard drive containing information that a website creates when you visit it, such as your IP address, browser type, or domain name. Also, if you submit personal information to our website (such as your name, interests or preferences), we may use cookies to keep track of such information so that you will not need to re-enter this information during subsequent visits. We use cookies to customize delivery of our website content so that we can see which areas are popular and which may need improvement. Gateway Services Inc. does not share personal information obtained through cookies with any third parties except as provided in this Policy. You may set your Internet browser preferences to notify you when you receive a cookie or decline acceptance of cookies. If you decline acceptance of cookies, however, you may experience less than optimal performance of our website.

### **Retention of Your Personal Information**

Gateway Services Inc. retains your personal information for as long as necessary to fulfill the purpose for which it was collected and to comply with applicable laws.

### **Changes to this Privacy Policy**

Gateway Services Inc. reserves the right to modify this Privacy Policy at anytime without notice. The Privacy Policy posted at any time or from time to time via this website shall be deemed to be the Privacy Policy then in effect.

### **Access**

Gateway Services Inc. is committed to protecting your privacy. Please do not hesitate to write to us if you have any questions, comments or concerns about this Privacy Policy, or to do any of the following:

- to see personal information, you have already sent us so that you can correct or update it;
- to ask that we delete your personal information from our records;
- to report any violations of the Privacy Policy.

### **Contacting Us**

Please respond in writing to:

Gateway Services Inc.

170 Southgate Dr.

Guelph, ON

N1G4P5

## Terms and Conditions

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### **User Code of Conduct**

While using the Gateway Services Inc. website, you agree not to:

- Restrict or inhibit any other visitor from using the website, including, without limitation, by means of "hacking" or "cracking" or defacing any portion of the website;
- Use the website for any unlawful purpose;
- Express or imply that any statements you make are endorsed by Gateway Services Inc., without its prior written consent;
- Transmit any content or information that is unlawful, fraudulent, threatening, harassing, abusive, libellous, defamatory, obscene or otherwise objectionable, or infringes on intellectual property or other rights of Gateway Services Inc. or any third party;
- Engage in spamming or flooding;
- Transmit any software or other materials that contain any virus, worm, time bomb, Trojan horse, or other harmful or disruptive component;
- Modify, adapt, sublicense, translate, sell, reverse engineer, decompile or disassemble any portion of the website;
- Remove any copyright, trademark, or other proprietary rights notices contained in the website;
- "Frame" or "mirror" any part of the website without the prior written authorization of Gateway Services Inc.;
- Use any robot, spider, site search/retrieval application, or other manual or automatic device or process to retrieve, index, "data mine", or in any way reproduce or circumvent the navigational structure or presentation of the website or its contents;
- Harvest or collect information about website visitors; or
- Permit anyone else to use the website through your username or password.

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**Other**

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