

Privacy Policy

Effective Date: September 25, 2020

Steller Architectural Consulting (Steller) respects your personal privacy. The purpose of this Privacy Policy is to describe our practices regarding website collection and use of your personal information.

As a private organization located in British Columbia, the collection, use, disclosure and retention of your personal information is subject to, and must comply with, the privacy protection provisions of the B.C. *Personal Information Protection Act* (PIPA). Under this legislation, you are also entitled to access and correct any of your personal information that we may have custody and control of. The *Personal Information Protection Act* is available at:

https://www.bclaws.ca/civix/document/id/complete/statreg/03063_01.

Personal information is recorded information about an identifiable individual and would include, but is not limited to, such things as an individual's name, address, birth date, email address, IP address, and phone numbers. Steller does not sell your personal information to any third parties for any purpose, and it is not disclosed unless required for law enforcement or otherwise provided by law.

How we Collect and Use your Information

We collect two types of information when you visit our site:

1. Information we collect directly from you (e.g. your contact information), and
2. Information that's collected automatically when accessing our website (e.g. cookies and website log data).

Information we collect directly from you:

Type of Data	Information Collected	Used to:
Contact Information that identifies you	Required Fields: <ul style="list-style-type: none">• First Name• Last Name• E-Mail Address• Telephone Number	<ul style="list-style-type: none">• respond to your requests• communicate with you• contact you directly for-services that may be of interest to you

Information that's collected automatically:

Type of Data	Examples	Used to:
Cookies	<ul style="list-style-type: none">• Session Cookies - information is deleted as soon as you leave our website. The use of temporary session cookies is solely for the purpose of allowing the user to interact with our website in an effective manner.• Persistent Cookies - in a few cases our website may use persistent cookies to store information for longer periods than the current session.	<ul style="list-style-type: none">• analyze how our website is used so we can improve your experience;• track your browsing history for your convenience. Cookies help websites "remember" what areas of a website browser have been accessed or used previously;• you may refuse the use of cookies by selecting the appropriate settings on your browser - however please note that if you do this you may not be able to use the full functionality of our website;• further information about deleting and blocking cookies can be found at http://www.allaboutcookies.org;• <i>Note that cookies are plain text files and cannot execute files or make copies of themselves. They do not carry or deliver viruses and cannot scan or retrieve your personal information.</i>
Website Log Data	<ul style="list-style-type: none">• Internet Protocol (IP) address• Browser Type• Browser Version• Date and Time of your visit• Pages on our site you visit• Time spent on those pages and other statistics	<ul style="list-style-type: none">• Google Analytics, a web analytics service provided by Google, Inc. (Google), is used to track visitor interactions. The information generated by your use of this website (including your IP address) will be transmitted to, and stored by Google on servers located in the United States;• the collected information is used to compile reports and to help us improve our website. The Google Analytics reports disclose website trends without identifying individual visitors;• Google may also transfer this information to third parties where required to do so by

Information that's collected automatically:

Type of Data	Examples	Used to:
		<p>law or where such third parties process the information on Google's behalf;</p> <ul style="list-style-type: none">• website visitors who do not want to be tracked by Google Analytics can download the Google Analytics Opt-out Browser Add-on. The add-on communicates with the Google Analytics JavaScript (ga.js) to indicate that information about the website visit should not be sent to Google Analytics. The "opt out" is available at: https://tools.google.com/dlpage/gaoptout;• the Google Analytics Opt-out Browser Add-on does not prevent information from being sent to the website itself or to other web analytics services.

Email

Information sent to us by email is not secure. If you use the email addresses published on our website to send an email to us, the information provided may be intercepted as it travels to us.

Data Transmission

We will not be responsible for any damages suffered by individuals as a result of any errors or changes made to transmitted information being sent to us either by email, or through the website.

Content

All information on this website is provided "as is" and while we seek to ensure that the content is helpful to visitors, we do not represent or warrant that it is accurate, complete, or current.

Third Party websites

Any links to other websites, or references to third-party products and services that we may provide on our website, are for your convenience only and do not constitute an endorsement by Steller. Steller is not responsible for the privacy practices or content of third-party websites and we encourage you to review their privacy policy should you choose to visit those sites.

Updates

This Privacy Policy was last updated on the “Effective Date” noted above, and applies from that date. You can determine if the Privacy Policy has been revised since your last visit by referring to the Effective Date.

Any updates to our Privacy Policy will automatically be in force when it’s published on the website. Your use of our website following such revision constitutes your acceptance of the contents of the Privacy Policy as amended or revised by us. When you visit our website, we recommend that you check to see if the Privacy Policy has been updated since your previous visit.

Our Site Security

We use appropriate security safeguards to protect your personal information against loss, theft, and unauthorized access. The security of your personal information is important to us and we strive to protect it, however, we cannot guarantee its absolute security.

Data Retention

We keep your personal information only as long as is necessary to respond to your inquiry, to provide the requested service, or as required by law.

If you wish to have any of your personal information removed from our databases, or if you no longer want us to send further communications to you, please let us know by sending an email to our Privacy Officer at hello@stellerconsulting.com or by calling 250 294-8076.

Questions?

If you have any questions about how we collect, use and disclose the personal information that we receive on our website forms, please contact our Privacy Officer at hello@stellerconsulting.com or by calling 250 294-8076.