

## **Privacy Policy for JP Property Maintenance**

**Effective Date:** October 1, 2024

### **1. Introduction**

At JP Property Maintenance, we value your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, disclose, and protect your information in compliance with the Personal Information Protection Act (PIPA) of Alberta.

### **2. Information We Collect**

We may collect personal information from you when you engage our services, including but not limited to:

- Name
- Address
- Email address
- Phone number
- Payment information

### **3. Use of Personal Information**

We use your personal information for the following purposes:

- To provide our services (e.g., snow removal, landscaping)
- To communicate with you regarding your services
- To process payments
- To improve our services and customer experience
- To comply with legal obligations

### **4. Disclosure of Personal Information**

We do not sell, trade, or otherwise transfer your personal information to outside parties, except:

- To third-party service providers who assist us in operating our business (e.g., payment processors)
- When required by law or to protect our rights

### **5. Security of Personal Information**

We take reasonable measures to protect your personal information from unauthorized access, loss, or theft. However, no method of transmission over the internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

### **6. Retention of Personal Information**

We will retain your personal information only for as long as necessary to fulfill the purposes outlined in this Privacy Policy and as required by law.

## **7. Your Rights**

You have the right to:

- Access your personal information held by us
- Request corrections to your personal information
- Withdraw consent for the use of your personal information

To exercise these rights, please contact us using the information below.

## **8. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our website and updating the effective date.

## **9. Contact Us**

If you have any questions or concerns about this Privacy Policy or our privacy practices, please contact us at:

JP Property Maintenance

Email: [info@jppm.ca](mailto:info@jppm.ca)

Phone: 7802893116