

Graphic Assistants Inc. recognizes your right to privacy and wants to assure you that our policies comply with the provisions of the Personal Information Protection and Electronics Documents Act ("PIPEDA") which became effective January 1, 2004.

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form such as a personal e-mail address, home addresses and so on. It does not include information normally found on a business card, such as name, title, company, business address, business e-mail address, business telephone or fax number.

Graphic Assistants Inc. does not sell or rent any information it may collect from you to any external parties whatsoever.

Recognition of Your Right To Online Privacy

Graphic Assistants Inc. is strongly committed to protecting the privacy of all visitors to this website, www.graphic-assistants.com. The intent of this privacy policy is to detail the information that Graphic Assistants Inc. may collect, use or disclose about you or other visitors to this website.

As a general policy, no information permitting personal identification is automatically collected from visitors to the Graphic-Assistants.com website.

If we decide to change our privacy policy, we will post those changes on our Website so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

There are certain occasions when Graphic Assistants Inc. may require you to provide information which reveals your personal data. For instance, when submitting a resume to Graphic Assistants Inc., you will need to submit personal data.

By forwarding your resume, cover letter and/or portfolio sample to Graphic Assistants Inc., you can rest assured that your documents, and all information contained therein, will be held in total confidence and only presented to our clients or prospective clients upon receiving your prior approval to do so. The information you provide is used solely to enable Graphic Assistants Inc. to determine your suitability for positions for which Graphic Assistants Inc. is recruiting.

Individuals have a right to access their own personal information in the possession and control of Graphic Assistants Inc. They also have a right to know if their information has been disclosed to any third parties. If individuals wish to access their personal information, they need to contact the Graphic Assistants Privacy Officer in writing. Graphic Assistants Inc. reserves the right to charge a reasonable fee for the copying of this information.

You may withdraw your consent by contacting mail@graphic-assistants.com. Our Privacy Officer, Mr. Wayne Shrubbs, will ensure that your personal information is no longer used or disclosed by the organization.

If you have any questions or concerns about this Privacy Policy, or believe that Graphic Assistants Inc. has not adhered to PIPEDA and/or this Privacy Policy, please notify us by e-mail at mail@graphic-assistants.com

Thank you for visiting the Graphic Assistants Inc. website.

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