



NEW LEAF ORGANIZING PRIVACY POLICY

Privacy Policy

Collection of Personal Information

New Leaf Organizing collects personal information for use by our team in the performance of the professional organizing services we provide. By booking a consultation and/or organizing project and by using our website, you consent to our collection and use of your personal data as described in this policy. You may withdraw your consent at any time by emailing us at admin@newleaf-organizing.ca Subject line: Withdrawal of Consent.

During the course of carrying out our organizing services, we may collect the following types of personal information:

- Contact Information: Name, email address, phone number, physical address.
- Household Information: Number of children, pets, etc in the household; ages of household members as applicable; number and type of rooms in the household; usage of household spaces.
- Photos/Digital Images: Images captured during organizing projects to demonstrate before and after status, for use on our website and promotional materials, including social media. Consent for this use is provided by clients by signing the **Client Consent For Use of Photos For Marketing Purposes** portion of the Client Services Agreement.
- Website Usage Data: IP address, browser type, and pages visited (collected via cookies or analytics tools).

We collect this information when you:

- Contact us via email, phone, or our website.
- Visit our website (newleaf-organizing.ca).

How We Use Your Information

Your personal information may be used to:

- Communicate ideas, tips, or promotional materials (with your consent).
- Tailor our services to your specific needs.
- Improve our services and website functionality.
- Comply with legal obligations under PIPEDA and other regulations.

Disclosure of Your Information

We do not sell or rent your personal information. We may share it with:

- Service Providers: Third parties (e.g., support staff, payment processors) who assist us, bound by confidentiality agreements.



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- Legal Authorities: When required by law or to protect our rights and safety.

Personal Information Protection and Electronic Documents Act (PIPEDA) Compliance

Under PIPEDA, you have the right to:

- Access: Request a copy of the personal information we hold about you.
- Correct: Update or correct inaccurate information.
- Withdraw Consent: Opt out of certain uses of your information (e.g., marketing materials).

To exercise these rights, contact us at admin@newleaf-organizing.ca . We will respond within 30 days, as required by PIPEDA.

Security of Your Information

We implement reasonable physical, technical, and organizational measures to protect your information from unauthorized access, loss, or misuse; however, no system is 100% secure, and we cannot guarantee absolute security.

Cookies and Tracking

Our website uses cookies to enhance user experience and analyze traffic. You can disable non mandatory cookies in your browser settings, though this may limit site functionality.