



# Privacy Policy

Effective Date: April 2025

This statement outlines how Nascent Administration collects, uses, and protects your personal information when you use our website. We are committed to protecting your privacy and ensuring the confidentiality of your information.

## 1. Information We Collect

We may collect the following types of information:

- **Information You Provide Directly:**
  - Contact information (name, email address, phone number) when you subscribe to our newsletter, fill out a contact form, or request information.
  - Any other information you voluntarily submit to us.
- **Information Collected Automatically:**
  - **Log Data:** IP address, browser type, operating system, referring website, pages visited, and timestamps.
  - **Cookies and Similar Technologies:** We use cookies to enhance your browsing experience, analyze site traffic, and personalize content. Cookies are small files stored on your device. You can control cookies through your browser settings.
  - **Analytics Data:** We use Google Analytics to collect and analyze website usage data. This helps us understand how visitors interact with our site and improve its functionality.

## 2. How We Use Your Information

We may use your information for the following purposes:

- To provide and improve our website and services.
- To respond to your inquiries and requests.
- To send you newsletters, updates, and promotional materials (you can opt-out at any time).
- To analyze website traffic and usage patterns.
- To personalize your experience on our website.

- To detect and prevent fraud and security issues.
- To comply with legal obligations.

### **3. Legal Basis for Processing**

We collect and process your personal information based on one or more of the following legal grounds:

- Consent: We may process your information with your explicit consent (e.g., for sending newsletters).
- Contract: We may process your information to fulfill our contractual obligations to you.
- Legitimate Interests: We may process your information for our legitimate business interests (e.g., improving our website), provided that your rights and freedoms are not overridden.
- Legal Obligations: We may process your information to comply with applicable laws and regulations.

### **4. Disclosure of Your Information**

We may disclose your information to the following third parties:

- Service Providers: We may share your information with third-party service providers who assist us with website hosting, data analysis, email delivery, and other business operations.
- Analytics Providers: We use Google Analytics, and they may have access to some of your data.
- Legal Authorities: We may disclose your information to law enforcement agencies or other legal authorities if required by law or to protect our rights and interests.
- Business Transfers: In the event of a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred to the acquiring party.

### **5. Data Retention**

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this statement, or as required by law.

### **6. Data Security**

We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure. These measures include:

- Encryption of data in transit and at rest.
- Secure server infrastructure.
- Access controls and authentication procedures.
- Regular security assessments and updates.

However, no method of data transmission over the internet or electronic storage is completely secure, and we cannot guarantee absolute security.

## **7. Your Rights, Under Canadian Privacy Law**

You have the following rights regarding your personal information:

- Right to Access: You have the right to access your personal information that we hold.
- Right to Rectification: You have the right to request that we correct any inaccurate or incomplete information.
- Right to Erasure: You have the right to request that we delete your personal information, under certain circumstances.
- Right to Restriction of Processing: You have the right to request that we restrict the processing of your information, under certain circumstances.
- Right to Object: You have the right to object to the processing of your information, under certain circumstances.
- Right to Data Portability: You have the right to receive your information in a portable format and to transmit it to another controller, under certain circumstances.
- Right to Withdraw Consent: If we process your information based on your consent, you have the right to withdraw your consent at any time.
- Right to Lodge a Complaint: You have the right to lodge a complaint with the appropriate supervisory authority (e.g., the Office of the Privacy Commissioner of Canada) if you believe that we have violated your privacy rights.

## **8. Third-Party Links**

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of those websites. We encourage you to review the privacy policies of those third parties before providing them with your information.

## **9. Changes to This Statement**

We may update this statement from time to time. We will notify you of any material changes by posting the updated statement on our website and updating the effective date. Your continued use of our website after the changes constitutes your

acceptance of the updated statement.

## **10. Contact Us**

If you have any questions, concerns, or requests regarding this statement or our privacy practices, please contact us at:

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