



# life CELEBRATIONS

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## PRIVACY POLICY

I, Jane Gillespie, am committed to your privacy. Therefore I will not disclose any personal information about any of my clients to other businesses. Any personal information that I collect will only be used and disclosed for the purpose for which it has been provided to me.

### Information Collected

Information about IP addresses, web browsers and computer operating systems are automatically transmitted to web servers as an integral part of the operation of the Internet. The purpose of this information is to evaluate the performance of the website and to improve the content and format for its users. My web server collects the following types of information for statistical purposes about visitors to our website:

- number of users who visit the website
- date and time of visits
- number of pages viewed
- traffic patterns

This data is analysed for trends and statistics and then discarded. My website logs are not personally identifiable and no attempt is made to link them with individuals who browse the site.

### Personal Information Security

I, Jane Gillespie, will take all reasonable steps to ensure that your information is secure from any unauthorised access or disclosure and at all times complies with the federal privacy laws. Security and privacy policies are periodically reviewed and enhanced as necessary and only authorised individuals have access to the information provided by my clients.

### Links to Other Websites

Any other websites linked to this website are for your convenience and information only and in no way constitute an endorsement by me, Jane Gillespie, and these websites are not controlled in any way by me. Please be aware of this when you click on any such links. I am not responsible for the privacy practices and/or policies of any website other than my own. Consequently, I strongly suggest that you review the privacy policy of every website you visit, whether or not they have links to my own site.

### Legal Disclaimer

I reserve the right to disclose your personally identifiable information if required by law and/or when I believe that disclosure is necessary to protect my rights and/or to comply with a judicial proceeding, court order or legal process served on this website.