

Privacy Policy

Welcome to You + Me Studio!

At You + Me Studio we take your privacy seriously. The legal terms of our Privacy Policy are listed in this document. A more simply put summary of the legal terms has been provided for your reference only and is not legally binding.

Introduction

You + Me Shared Studio Inc. ("You + Me Studio") is committed to protecting your personal information and your privacy. We collect and process personal data about you to provide the services you use, operate our business, meet our contractual and legal obligations, protect the security of our systems and you. Please read this document for details about our Privacy Policy.

Simply Put

We collect and use your information only when necessary. Please read this document to find out more information.

Accountability and Recourse

You + Me Studio is responsible for your Personal Information, defined below, under its control. We shall designate an individual ("Privacy Officer") who is accountable for our compliance with this Privacy Policy. Any questions or concerns regarding this Privacy Policy, You + Me Studio's privacy procedures or You + Me Studio's compliance with applicable privacy legislation may be directed to the Privacy Officer by:

Simply Put

We have a Privacy Officer available to answer any questions you may have about our Privacy Policy.

Email: info@youplusmestudio.ca

Phone: (250) 228-2948

Mail: #1 – 668 Beach Road, Qualicum Beach, BC, V9K 2R1

Collection of Personal Information

Personal information ("Personal Information") is information about you as an individual and includes information that identifies you and that can be used to contact you. This includes such information as your name, e-mail address, mailing address, telephone number, and the like. We also collect data about the frequency of your visits and other information that you have communicated with us, so that we may constantly strive to offer you the best range of services.

Simply Put

We collect your Personal Information to enable us to contact you directly and process your booking of the studio.

We also note how often you book our Studio and any feedback you provide us in order to improve the services we offer.

Online and In Studio Purchases

If you use a credit card to pay and confirm your booking online at our website (“Website”) or a debit or credit card at our studio our payment services provider, Square, collects your debit or credit card related information to process your payment.

When you complete the information request or booking request form on our Website, we collect your Personal Information to respond to your inquiry or contact you regarding your booking request. We also use your Personal Information to process your booking.

Aggregate Data

We may also combine your Personal Information with that of other individuals to create aggregate data which we will use to improve our services and develop new ones. Aggregate data is general information about groups of clients but not about you as an individual. We may also disclose aggregate client data which we may use in our internal research and to tailor our promotional offers. Your data will never be individually identified or identifiable in reports of the research findings; only aggregated data (group averages) will be presented.

Our Website

Online Registration

You do not need to register to visit and view our Website. However, to book our Studio you may be required to fill out an online booking form containing your Personal Information. We may also request other optional information when we confirm your booking, which you may choose not to provide. We use this information to identify who you are and to administer our services, including your purchases and participation in promotions and surveys.

Tracking

As is typical in many websites, we use automatic data collection technologies to track usage patterns on our Website. Each time you visit our Website, our server records your Internet service provider, IP address, the date and time of your visit, the pages you visit and the documents downloaded, the searches you performed, and the referring Uniform Resource Locator’s (URL’s) you came from. We use this information to optimize our Website service. We also use cookies to collect information about your visit to our Website.

Simply Put

We use a Third-Party service provider to process debit and credit card payments. They collect your debit or credit card information to process your payment.

The information you provide us when filling out the inquiry form or booking request form on our Website is used to answer any questions you have, contact you and process your booking.

Simply Put

To help create promotional offers and other marketing information we gather group data. Your information is not separately identified.

Simply Put

You do not have to register or create an account to use Website. A booking request form is available on our Website where some Personal Information is required to be entered.

Simply Put

To improve our Website service certain information about your use of our Website is tracked.

Please see our cookie notice below for more information about our use of cookies.

For your convenience and reference, we may offer links from our Website to other Third-Party websites. However, You + Me Studio is not responsible for, nor do we accept any liability for, the personal information collection, use and disclosure practices of other entities to which our Website may link. You should consult the privacy policies of these other entities before providing any personal information on their websites.

Cookies

As you navigate through and interact with our Website, we use automatic data collection technologies, such as cookies and web beacons, to collect information about your equipment, browsing actions and patterns.

Cookies are small text files that are placed on your computer when you visit our Website. Cookies may automatically collect information such as an identifier assigned to your device, your Internet Protocol address (IP address), time spent on our Website, web pages or websites visited, browsing habits, and preferences.

We may use both session cookies and persistent cookies on our Website. A "session" cookie lasts for a single browser session only and is deleted when the user closes the web browser. A "persistent" cookie remains on the user's device (even while powered off) until it expires or is deleted.

Cookies and similar tools are used in the following ways on our Website:

- + We use cookies to remember your preferences, purchases and settings when you navigate through our Website.
- + We use cookies for security purposes.
- + We use web beacons in our email communications to determine whether an email we sent was opened and whether you clicked on any of the links within the email communication.
- + We use Squarespace to collect information about how you use our Website. Squarespace uses cookies to collect information such as how long you stay on our Website or specific pages of our Website, how you arrived at our Website, and the website you visited before or after visiting our Website. These cookies also help us identify unique visitors to our Website. We use this information to help us

As a resource our Website contains links to Third-Party websites. You + Me Studio is not responsible if any of your Personal Information is collected when you use those links.

Simply Put

To help us understand how you use our Website we collect certain data by sending out a cookie text file to your computer.

We may use two different types of cookies, "session" or "persistent". When you close your web browser the "session" cookie is deleted. The "persistent" cookie is there until it expires, or you delete it.

This is how cookies are used on our Website:

- + Remember what settings you prefer.
- + Security.
- + To know if you opened our email or link.
- + How you use our website.
- + To be able to display videos and know how they are viewed.
- + To support social media sharing functions.

improve our Website and the services and information we offer. We also use this information to understand the effectiveness of our advertising.

- + We use cookies to facilitate the display of any video content on our Website. These cookies may collect information about how a video is played and information about the device used to access the video, such IP address, browser type, Internet Service Provider and operating system.
- + We use social media widgets and cookies to facilitate social sharing functionality on our Website. When you share information using a social media sharing button on our Website, the social network will record that you have done this and will use this information in accordance with its own privacy policy.

You may be able to control cookies using your browser settings. For example, you may be able to set your browser to block or delete cookies, or to notify you before a cookie is set. If you block cookies you may not be able to use all of the features of our Website. By continuing to use our Website without changing your browser settings, you consent to our use of cookies as described above.

If you block cookies you may not be able to use our Website fully. By using our Website you agree to our use of cookies.

Use and Disclosure of Personal Information

We will not use or disclose your Personal Information for any purpose other than those for which it was collected, except with your consent or authorized or required by law. You + Me Studio collects and uses your information for the following purposes:

- + to communicate with you by message, phone or email;
- + to determine your eligibility for receiving our services;
- + to provide you with a copy of your invoice and booking confirmation;
- + to invite you to participate in client surveys or other opinion-gathering devices that assist us in making our services more responsive to your needs;
- + to inform you of various matters relating to the services you have purchased or may be interested in;
- + when in line with the preferences you have shared with us, to provide you with information or advertising relating to our services;
- + to conduct special promotions;
- + to screen our bookings for potential risk or fraud;
- + to protect against harm to the rights, property and safety of You + Me Studio, our employees, our clients and others.

Simply Put

Unless the law asks for it, or you give us permission to, we will not use or give out your Personal Information except for the reasons why we have it:

- + to contact and correspond with you regarding any inquires or booking related matters;
- + to process your booking and provide invoicing;
- + to ask for your feedback;
- + to send marketing and promotional materials if you agreed to receive it;
- + to protect against fraud and other possible harm.

We will retain your Personal Information only as long as necessary

Your Personal Information is only kept for as

for the fulfillment of those purposes or to comply with our legal requirements.

Third-Party Service Providers

We may transfer (or otherwise make available) your Personal Information to affiliates or service providers that provide services on our behalf, such as processing payments, storing customer data, hosting our Website, analyzing our business, running our promotions, scheduling, marketing, and communicating with you. Your Personal Information will not be added to their mailing lists without your consent nor will they contact you in any manner except to provide services on our behalf.

Consent

Your knowledge and consent are required for the collection, use, or disclosure of your Personal Information. When you access our Website or use any of our services either on our Website or at our Studio, you consent to the use of your Personal Information for the purposes listed above. You may refuse or withdraw your consent at any time; however, we may not then be able to provide you with our full range of services. We will advise you when you refuse or withdraw your consent of the impact that will have on what we are able to provide. For information on withdrawing your consent, please contact our Privacy Officer.

Accuracy

You + Me Studio will take reasonable efforts to ensure that your Personal Information is accurate, complete, and current as required for the purposes for which it was collected. If necessary, we will correct or amend your Personal Information if its accuracy is challenged and found to be deficient.

Protection and Safeguards

Security Safeguards

We have implemented reasonable administrative, technical, and physical safeguards designed to help protect against the loss, alteration and unauthorized access, use, modification, and disclosure of the Personal Information under our custody and control. However, no collection or transmission of information over the Internet can be guaranteed secure, and therefore cannot ensure or warrant the security of such information. We have personal

long as we possibly need or are required to keep it.

Simply Put

We use Third-Party service providers to support our business and the services we provide you. They will only contact you on our behalf in support of those services unless you give them approval to do otherwise.

Simply Put

By using our Website or any of our services you are agreeing to the use of your Personal Information. You can decline or withdraw your consent, but you may not be able to use our services fully.

Simply Put

If your information is not correct, we will modify it.

Simply Put

We have put into place reasonable measures to protect your Personal Information however no system is guaranteed safe. There are also risks in collecting or transferring data over the Internet. You + Me Studio cannot ensure the security of such information. Your Personal Information is only kept for as long as we

information retention processes designed to retain personal information of our clients for no longer than necessary for the purposes set out in this Privacy Policy or to otherwise meet legal requirements.

possibly need or are required to keep it.

Client Files

Your files will be kept in a secure area with policies to ensure that information on client files is protected from unauthorized access, collection, use, disclosure, copying, modification, and disposal. Only duly authorized individuals, who need to have access to such information in order to perform their duties, will have access to such information.

Simply Put

Your client file is only accessible by those who are authorized to use the information to do their job.

Openness and Transparency

You have the right to request access to your Personal Information that is under our control. Upon request, in writing to the Privacy Officer, we will inform you of the existence, use and disclosure of your Personal Information and you will be given access to that information, to the extent permissible by law. If any of your information is inaccurate or incomplete you may request that we amend the information.

Simply Put

You may contact us about your personal information and update or change any inaccuracies in your personal information.

Changes to this Policy

This Privacy Policy is effective as of the Effective Date below. You + Me Studio reserves the right to change this Privacy Policy at any time. We will post the revised policy on our Website. We recommend that you review this Privacy Policy from time to time to obtain the current version. You may contact us to obtain a current copy of this privacy policy.

Simply Put

We may need to change our Privacy Policy. Our Website will be updated with the most current copy.

All You + Me Studio policies can be found at: www.youplustmestudio.ca/legal

Effective Date: December 01, 2021