

## **CanAcct.com Privacy Policy**

Type of website: Accounting Firm  
Effective date: 8th day of October, 2023

CanAcct.com (the "Site") is owned and operated by Canadian Accounting Group Incorporated. Canadian Accounting Group Incorporated is the data controller and can be contacted at:

support@CanAcct.email  
(604) 463-8202  
11850 236th Street Maple Ridge, BC Canada V0H 1E0

### **Purpose**

The purpose of this privacy policy (this "Privacy Policy") is to inform users of our Site of the following:

1. The personal data we will collect;
2. Use of collected data;
3. Who has access to the data collected;
4. The rights of Site users; and
5. The Site's cookie policy.

This Privacy Policy applies in addition to the terms and conditions of our Site.

### **GDPR**

For users in the European Union, we adhere to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, known as the General Data Protection Regulation (the "GDPR"). For users in the United Kingdom, we adhere to the GDPR as enshrined in the Data Protection Act 2018.

### **Consent**

By using our Site users agree that they consent to:

1. The conditions set out in this Privacy Policy.

When the legal basis for us processing your personal data is that you have provided your consent to that

processing, you may withdraw your consent at any time. If you withdraw your consent, it will not make processing which we completed before you withdrew your consent unlawful.

You can withdraw your consent by: Contacting our Data Retention Officer.

### **Legal Basis for Processing**

We collect and process personal data about users in the EU only when we have a legal basis for doing so under Article 6 of the GDPR.

We rely on the following legal bases to collect and process the personal data of users in the EU:

1. Users have provided their consent to the processing of their data for one or more specific purposes;
2. Processing of user personal data is necessary for us or a third party to pursue a legitimate interest. Our legitimate interest is not overridden by the interests or fundamental rights and freedoms of users. Our legitimate interest(s) are: Taxation and Financial;
3. Processing of user personal data is necessary for us to take, at the request of a user, steps before entering a contract or for the performance of a contract to which a user is a party. If a user does not provide the the personal data necessary to perform a contract the consequences are as follows: Unable to provide services; and
4. Processing of user personal data is necessary for us to comply with a legal obligation. If a user does not provide the the personal data necessary for us to perform a legal obligation the consequences are as follows: Unable to provide services.

### **Personal Data We Collect**

We only collect data that helps us achieve the purpose set out in this Privacy Policy. We will not collect any additional data beyond the data listed below without notifying you first.

#### **Data Collected Automatically**

When you visit and use our Site, we may automatically collect and store the following information:

1. IP address;
2. Location;
3. Hardware and software details;

4. Clicked links; and
5. Content viewed.

#### Data Collected in a Non-Automatic Way

We may also collect the following data when you perform certain functions on our Site:

1. First and last name;
2. Date of birth;
3. Email address;
4. Phone number;
5. Address;
6. Payment information;
7. Auto fill data;
8. Tax Identification Number; and
9. Company Name.

This data may be collected using the following methods:

1. Creating an account;
2. Submitting information to our firm; and
3. Providing payment information.

#### **How We Use Personal Data**

Data collected on our Site will only be used for the purposes specified in this Privacy Policy or indicated on the relevant pages of our Site. We will not use your data beyond what we disclose in this Privacy Policy.

The data we collect automatically is used for the following purposes:

1. Security;
2. Statistics; and
3. Assisting user remotely.

The data we collect when the user performs certain functions may be used for the following purposes:

1. Communication;
2. Processing user requested tasks; and
3. Payment processing.

### **Who We Share Personal Data With**

#### Employees

We may disclose user data to any member of our organization who reasonably needs access to user data to achieve the purposes set out in this Privacy Policy.

#### Third Parties

We may share user data with the following third parties:

1. Marketing agency;
2. Related companies within our group; and
3. Payment processor.

We may share the following user data with third parties:

1. User submitted information.

We may share user data with third parties for the following purposes:

1. Targeted advertising and marketing;
2. Completing user requests; and
3. Payment processing.

Third parties will not be able to access user data beyond what is reasonably necessary to achieve the given purpose.

#### Other Disclosures

We will not sell or share your data with other third parties, except in the following cases:

1. If the law requires it;
2. If it is required for any legal proceeding;

3. To prove or protect our legal rights; and
4. To buyers or potential buyers of this company in the event that we seek to sell the company.

If you follow hyperlinks from our Site to another site, please note that we are not responsible for and have no control over their privacy policies and practices.

### **How Long We Store Personal Data**

User data will be stored for Seven years.

You will be notified if your data is kept for longer than this period.

### **How We Protect Your Personal Data**

In order to protect your security, we use the strongest available browser encryption and store all of our data on servers in secure facilities. All data is only accessible to our employees. Our employees are bound by strict confidentiality agreements and a breach of this agreement would result in the employee's termination.

While we take all reasonable precautions to ensure that user data is secure and that users are protected, there always remains the risk of harm. The Internet as a whole can be insecure at times and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

### **International Data Transfers**

We transfer user personal data to the following countries:

1. United States.

When we transfer user personal data we will protect that data as described in this Privacy Policy and comply with applicable legal requirements for transferring personal data internationally.

If you are located in the United Kingdom or the European Union, we will only transfer your personal data if:

1. The country your personal data is being transferred to has been deemed to have adequate data protection by the European Commission or, if you are in the United Kingdom, by the United Kingdom adequacy regulations; or

2. We have implemented appropriate safeguards in respect of the transfer. For example, the recipient is a party to binding corporate rules, or we have entered into standard EU or United Kingdom data protection contractual clauses with the recipient.

### **Your Rights as a User**

Under the GDPR, you have the following rights:

1. Right to be informed;
2. Right of access;
3. Right to rectification;
4. Right to erasure;
5. Right to restrict processing;
6. Right to data portability; and
7. Right to object.

### **Children**

We collect the personal data of children under 16 years of age. We only collect the personal data of children under 16 years of age with the express consent of their parents or guardians. This consent is collected as follows:

1. Consent form;
2. Engagement letter; and
3. Online submission agreement.

Please see our *Children's Privacy Policy* for additional information on how we deal with children's personal data.

### **How to Access, Modify, Delete, or Challenge the Data Collected**

If you would like to know if we have collected your personal data, how we have used your personal data, if we have disclosed your personal data and to who we disclosed your personal data, if you would like your data to be deleted or modified in any way, or if you would like to exercise any of your other rights under the GDPR, please contact our data protection officer here:

Andre Choquette  
Andre@CanAcct.com

(604) 463-8202

11850 236th Street Maple Ridge, BC V4R 2E1

### **How to Opt-Out of Data Collection, Use or Disclosure**

In addition to the method(s) described in the *How to Access, Modify, Delete, or Challenge the Data Collected* section, we provide the following specific opt-out methods for the forms of collection, use, or disclosure of your personal data:

1. You can opt-out the use of your personal data for marketing purposes. You can opt-out by clicking "unsubscribe" at the bottom of any marketing email or updating your email preferences under "Your Account", or, contacting our office in written form.
2. You can opt-out of the use of your personal data for engagement purposes. You can opt-out by terminating the engagement with our firm in written form.

### **Cookie Policy**

A cookie is a small file, stored on a user's hard drive by a website. Its purpose is to collect data relating to the user's browsing habits. You can choose to be notified each time a cookie is transmitted. You can also choose to disable cookies entirely in your internet browser, but this may decrease the quality of your user experience.

We use the following types of cookies on our Site:

1. Functional cookies  
Functional cookies are used to remember the selections you make on our Site so that your selections are saved for your next visits;
2. Analytical cookies  
Analytical cookies allow us to improve the design and functionality of our Site by collecting data on how you access our Site, for example data on the content you access, how long you stay on our Site, etc;
3. Targeting cookies  
Targeting cookies collect data on how you use the Site and your preferences. This allows us to personalize the information you see on our Site for you;
4. Session cookies  
Session cookies are used to remember information entered while navigating our website.;

5. Security cookies

Session cookies are used to monitor and record your access data and are used in the security of our website.; and

6. Third-Party Cookies

Third-party cookies are created by a website other than ours. We may use third-party cookies to achieve the following purposes:

- a. Monitor user preferences to tailor advertisements around their interests; and
- b. Collect and record for use by our related companies within our group..

**Additional Clauses**

In the case of disagreement, the user of our website agrees that we may opt for binding mediation. If this binding mediation is selected, the cost for mediation shall be billed as an external expense, and we shall also have the option to select the binding moderator.

**Modifications**

This Privacy Policy may be amended from time to time in order to maintain compliance with the law and to reflect any changes to our data collection process. When we amend this Privacy Policy we will update the "Effective Date" at the top of this Privacy Policy. We recommend that our users periodically review our Privacy Policy to ensure that they are notified of any updates. If necessary, we may notify users by email of changes to this Privacy Policy.

**Complaints**

If you have any complaints about how we process your personal data, please contact us through the contact methods listed in the *Contact Information* section so that we can, where possible, resolve the issue. If you feel we have not addressed your concern in a satisfactory manner, you may contact a supervisory authority. In the case of disagreement, the user of our website agrees that we may opt for binding mediation. If this binding mediation is selected, the cost for mediation shall be billed as an external expense, and we shall also have the option to select the binding moderator. You also have the right to directly complain to a supervisory authority. You can lodge a complaint with a supervisory authority by contacting the Officer for the Privacy Commissioner of Canada.

**Contact Information**

If you have any questions, concerns or complaints, you can contact our data protection officer, Andre Choquette, at:



Andre@CanAcct.com

(604) 463-8202

11850 236th Street Maple Ridge, BC V4R 2E1

**Children's Privacy Policy**  
**Website: CanAcct.com (the "Site")**

This Children's Privacy Policy supplements the CanAcct.com Privacy Policy and applies to the personal information of children in the United States who are under the age of thirteen (13) ("child" or "children"). This Children's Privacy Policy is made in accordance with the United States Children's Online Privacy Protection Act ("COPPA"). Any terms defined in COPPA have the same meaning when used in this Children's Privacy Policy.

**Children's Data We Collect**

We collect personal information from children. We only collect personal information from children after sending a direct notice to parents and obtaining verifiable parental consent for the collection of the child's personal information.

We collect the following personal information from children:

1. Name, email, IP address, date of birth, social insurance number or social security number.

**Collection Methods**

We collect personal information from children using the following methods:

1. Online submission of form.

**Use of Children's Personal Information**

We use the children's personal information we collect in the following ways:

1. Completion of user requested tasks in accordance for an executed engagement letter.

**Public Availability**

Children are not able to make their personal information publicly available on our Site.

**Disclosure to Third Parties**

We disclose personal information we collect from children to third parties. The types of third parties we disclose this personal information to and how they use the personal information are as follows:

1. Third party: Marketing Agency  
Use: Targeted Advertising and Marketing;
2. Third party: Related companies within our group  
Use: Completion of user requested task and target advertising and marketing; and
3. Third party: Government Tax Authorities  
Use: Completion of user requested tax returns.

### **Third Party Operators**

Through our Site, third parties collect personal information about children who use our Site. Third parties only collect personal information about children who use our Site after we send a direct notice to parents and obtain verifiable parental consent for the collection of the child's personal information.

The third parties that collect, through our site, personal data about children who use our Site are:

1. Related companies within our group; and
2. Government Tax Authorities.

### **Parental Rights**

A child's parent or guardian can review their child's personal information, direct us to delete their child's personal information, and refuse any further collection or use of their child's personal information. A parent or guardian can also agree to the collection and use of their child's personal information but not allow us to disclose that personal information to third parties, unless disclosure is part of the service provided by our Site. A parent or guardian can exercise these rights via the following method(s):

1. Parents can request access to and delete their child's personal information and remove or provide consent to the collection of their child's personal information by logging into their child's account through our homepage.

Parents can contact us at [support@CanAcct.com](mailto:support@CanAcct.com) to request access to or deletion of their child's personal information or to provide or remove consent for collecting their child's personal information..

We will not require a child to disclose more information than is reasonably necessary to participate in

an activity on our Site.

**Contact Information**

Questions and concerns about this Children's Privacy Policy or about our, or third parties', collection and use of children's personal information, can be sent to:

Name: Andre Choquette

Email: Andre@CanAcct.com

Address: 11850 236th Street Maple Ridge, BC V4R 2E1

Phone number: (604) 463-8202