

# Privacy Policy

## What information do we collect?

We collect information from you when you fill out a form. When booking or registering on our site, as appropriate, you may be asked to enter your name, e-mail address, mailing address or phone number.

## What do we use your information for?

Any of the information we collect from you may be used to send periodic emails. The email address you provide for booking may be used to send you information and updates pertaining to your booking, in addition to receiving occasional company news, updates, related product or service information, etc.

## How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information. We use SSL encryption to protect the transfer of any information on our website. Our Canadian hosting is protected and monitored by a firewall and meets or exceeds the following certifications: ISO27001, SOC 3 Type II, SOC 2 Type II and SSAE16 Type II.

## Do we use cookies?

Yes (Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information).

## Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

## **CONTACT THE COMPANY**

For further information about the Company's privacy practices, to make a request for access to personal information to exercise any other rights outlined above, please contact the Company's Privacy Officer at the following address:

**Elaine Kokoski - [ekokoski@royalreporting.com](mailto:ekokoski@royalreporting.com) 306-352-3264**

The foregoing policy is effective as of June 20, 2019. The Company reserves the right to change this policy at any time in accordance with applicable laws - please check our website for updates to this policy.