

At Executive Edge Virtual Solutions, we are committed to safeguarding your privacy. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information when you visit our website execedgevs.ca or engage with our virtual assistant services.

1. Information We Collect

- **Personal Information:** We collect personal details you provide voluntarily, such as your name, email address, phone number, and any other information you submit through our contact forms or service inquiries.
- **Non-Personal Information:** We gather non-identifiable data including browser type, operating system, and pages visited on our site to enhance user experience and analyze website performance.

2. How We Use Your Information

- **Service Delivery:** To provide the virtual assistant services you request and to communicate effectively regarding your inquiries.
- **Improvement of Services:** To understand client needs better and improve our service offerings.
- **Marketing Communications:** With your consent, to send you promotional materials and updates about our services.

3. Information Sharing and Disclosure

We do not sell, trade, or rent your personal information to third parties. We may share information with trusted partners who assist in operating our website and conducting our business, provided they agree to keep this information confidential. We may also disclose information when required by law or to protect our rights and safety.

4. Data Security

We implement appropriate technical and organizational measures to protect your personal information against unauthorized access, alteration, disclosure, or destruction. Despite our efforts, no method of transmission over the internet is entirely secure; therefore, we cannot guarantee absolute security.

5. Your Rights

You have the right to access, correct, or delete your personal information held by us. To exercise these rights, please contact us at tanya.cameron@execedgevs.ca.

6. Third-Party Links

Our website may contain links to external sites. We are not responsible for the privacy practices of these other sites and encourage you to read their privacy policies.

7. Cookies and Tracking Technologies

We use cookies to enhance your browsing experience. You can set your browser to refuse cookies, but some parts of our website may not function properly as a result.

8. Changes to This Privacy Policy

We may update this policy periodically. Any changes will be posted on this page with an updated revision date.

9. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

Email: tanya.cameron@execedgevs.ca

By using our website and services, you consent to the terms outlined in this Privacy Policy.