

# Privacy notice

Allan Crawford Associates Limited refers to Allan Crawford Associates Limited, Integrys Limited, ACA TMetrix Inc., and Spectra Research Corporation, each of which is a separate legal entity.

This Privacy Notice aims to help you understand how we may use personal information collected when you visit our website. Allan Crawford Associates Limited, Integrys Limited, ACA TMetrix Inc, and Spectra Research Corporation are not responsible for any third party websites which may be accessible through links from this website.

## What personal information does Allan Crawford Associates Limited collect?

When you visit our website or request a service from us Allan Crawford Associates Limited may collect personal information such as your name, company and title or position, contact details such as telephone number and postal code or email address, and any other information relating to you which you may provide.

## How do we use this information?

Your personal information will normally be retained in a database and used by Allan Crawford Associates Limited for purposes such as:

- administering our relationship with you, providing services, and responding to enquiries
- processing applications for employment
- business development including sending legal updates, publications, and details of events
- providing and administering services
- meeting legal or other regulatory obligations imposed on us
- auditing usage of our websites

Occasionally Allan Crawford Associates Limited may gain assistance from others to provide our services but your personal data will not be disclosed to them unless we have your approval or where that is necessary to fulfill our obligations to you.

## Business development and marketing

Occasionally we may use personal information to send you details of new services, legal updates, and invites to seminars and events, however, we will only do this where you consent to being contacted in this way. If you prefer not to receive promotional material from Allan Crawford Associates Limited email us at [privacypolicy@aca.ca](mailto:privacypolicy@aca.ca) and put “unsubscribe” in the subject line together with the name of the publication you wish to unsubscribe from. Our marketing communications will also include an “unsubscribe” link.

If your personal information changes and you wish us to amend it please let us know by sending an email to the same email address and we will update our records.

## How we use cookies and similar technologies

When you visit our websites we may send a ‘cookie’ to your computer. This is a small data file stored by your computer to help improve functionality or tailor information to provide visitors with more relevant pages. We may also analyze website traffic to identify what visitors find most interesting so we can tailor our websites accordingly.

## Agreement to terms of privacy policy

By using this website and/or providing information to us, you accept and agree to the collection and use of your personal data for the purposes described. We review our policies regularly and occasionally may need to change or update them. This Privacy Notice was last reviewed and updated on October 26, 2016.

## Contact information

Requests for further information about this Privacy Notice or about how we process personal information can be sent by email to: [privacypolicy@aca.ca](mailto:privacypolicy@aca.ca) or by writing to:

Allan Crawford Associates Limited

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