

Tops and Bottoms Garments Ltd.

Privacy Policy

Tops and Bottoms Garments Ltd. recognizes the importance of privacy and the sensitivity of personal information. As a retail business we have a professional obligation to keep confidential all information we receive from our clients. We are committed to protecting any personal information we hold.

Your Privacy Rights:

The Personal Information Protection and Electronic Documents Act applies to Tops and Bottoms Garments Ltd.. We also have confidentiality obligations that arise from the solicitor–client relationship.

Why Does Tops and Bottoms Garments Ltd Need Personal Information? :

Tops and Bottoms Garments Ltd wishes to provide its clients with information relating to new products and up and coming product sales. In doing so, we need to collect personal information for various reasons including: understanding client needs, client purchases, maintaining client contact information, and providing materials concerning our services and products.

What personal information do we collect? :

Personal information is any information about an individual. At Tops and Bottoms Garments Ltd we limit our data to email address, mailing addresses, age and products purchased.

How do we collect personal information? :

We collect personal information in the normal course of client service. This information is supplied by you and at your approval by filling out our client information cards supplied at the store following a purchase of product or products. We do not obtain information from sources other than the individual.

Consent:

In most cases, we ask individuals to specifically consent, if we collect, use and disclosure is such that would not be considered normal for a retail business. Permission may be expressed in writing or be implied and may be given to us verbally, electronically, or through an authorized representative. Individuals may withdraw permission to collect and use. Sometimes consent is implied through conduct with us.

Use of Personal Information:

We use personal information to provide information related to products purchased at Tops and Bottoms Garments Ltd to advertise up and coming sales or to notify clients of new product arrives. The

information may also be used to send greeting cards, birthday card and notifications about Tops and Bottoms Garments Ltd. If an individual tells us they no longer wish to receive information a request for cancelation can be made via telephone, email, fax or written letter.

Updating Personal Information:

It is important that the information be accurate and up-to-date. If overtime, any personal information changes, the individual should inform us so we can make any necessary changes.

Is My Personal Information Secure? :

Tops and Bottoms Garments Ltd takes all reasonable precautions to ensure that personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect personal information are: premises security; restricted file access; deploying technological safeguards like security software and firewalls; and internal password and security policies.

Access to Personal Information:

Individuals may ask for access to any personal information we hold about them. Summary information is available on request. More detailed requests which require archive or other retrieval costs may be subject to our normal professional and disbursement fees.

Can I be Denied Access to My Personal Information? :

An individual's right to access their personal information is available during store operating hours this information can be accessed by the client and only the client or person authorized by them.

Communicating with Tops and Bottoms Garments Ltd. :

Some view Internet e-mail as less confidential than other more traditional forms of communication. If a client does not wish us to use Internet e-mail, please advise us in writing, telephone or fax..

Changes to this Privacy Policy:

Tops and Bottoms Garments Ltd regularly reviews all of its policies and procedures. We may change our Privacy Policy from time to time.

Requests for Access:

If you have any privacy questions, or wish to access your personal information, please contact our Manager at:

Tops and Bottoms Garments Ltd.
1492 Second Ave,

Prince George B.C. V2L 3B6

email: info@t-n-b.com

Employment Inquiries

When one applies to Tops and Bottoms Garments Ltd for a job, we need to consider personal information as part of our review process. We normally retain information from candidates for a limited time after a decision has been made, unless the individual asks us not to retain the information. If a job offer is accepted, the information will be retained in accordance with our privacy procedures for employee records.

WebSite

Our website may contain links to other sites, which are not governed by this privacy policy. On our website, like most other commercial websites, we may monitor traffic patterns, site usage and related site information in order to optimize our web service. We may provide aggregated information to third parties, which will not include any identifiable personal information.