

BRUSH FIRE CONTEMPORARY CERAMIC STUDIO

(3751181 Manitoba Limited)

PRIVACY POLICY – STUDIO & WEB SITE

The owners and staff of **Brush Fire Contemporary Ceramic Studio (Brush Fire)** are interested in keeping you up to date on the products and programs available for you at **Brush Fire**. We are concerned for your privacy and wish to assure you that our purpose in gathering any information is to provide service to you.

This Privacy Policy Statement is intended to assure you that your personal information collected at our **Studio** or via our Web Site is treated in a confidential manner.

1) THE INFORMATION WE GATHER

a) Personal Information

The personal information we gather (name, address, telephone number) is intended to provide contact with you regarding the product/service you order from **Brush Fire Studio**. Once the product/service has been delivered, we retain Postal Code information for general advertising purposes.

b) E-Mail Addresses

E-Mail Addresses provided at the **Studio** or on our Web Site are retained to contact you from time to time. Since the purpose of an E-Mail Address is to contact the individual, providing your E-Mail address to **Brush Fire Studio** indicates you wish to receive our E-Mails.

You may delete your name from our E-Mail Data Base at any time through delivery of a written request or by E-Mail from the address you wish deleted to **Brush Fire Studio** (see addresses below).

c) Minors

We direct marketing of our products/services to adults for themselves and for their children. We do not direct our marketing to children and do not seek or collect information about children.

2) CONTACTING BRUSH FIRE STUDIO VIA OUR WEB SITE

We encourage the public to visit our Web Site. We do not track who is accessing the site, only how they are accessing it, specifically what browser, operating system, and search engine the individual is using. Information is retained in aggregate form only (number of customer visits, pages viewed, and time spent on the Site). We do not retain personal information regarding individuals visiting our Web Site unless they order products/service from **Brush Fire Studio**. Ordering such products/services may dictate that we reply to you via E-Mail. In such cases, we retain/use information as indicated at a) and b) above.

Information is not shared with any third party; no cookies are used to track individual user's experience.

3) SHARING PERSONAL INFORMATION

We do not share our customer information with anyone else, unless required to do so by law.

4) PROTECTING YOUR PERSONAL INFORMATION

The management and staff at **Brush Fire Studio** maintain strict control over your personal information. Once you have received the product/service purchased, Order Forms are shredded (usually every three months). Access to your personal information by staff is on a need to know basis. Staff who misuse customer information are subject to disciplinary action.

5) POSTING OF BRUSH FIRE CONEMPORARY PRIVACY POLICY

A copy of our Privacy policy is posted in our **Studio** at

Brush Fire Contemporary Ceramic Studio
Unit 20 – 1700 Corydon Avenue,
Winnipeg, Mb., Canada, R3N 0K1,

Or on our Web Site at www.brushfirestudio.com

6) CHANGES TO OUR PRIVACY POLICY

Please consult this Web Site for the most up-to-date Privacy Policy Statement.