



2-2795 Brighton Road  
Oakville, Ontario L6H 6J4  
Tel.: (905) 829-1001  
Toll Free: 1 (888) 286-1820  
Fax: (905) 829-6600  
[www.techttopcanada.com](http://www.techttopcanada.com)

March 10, 2016

## **Privacy Statement Policy (PIPEDA) Techttop Canada Inc.**

### **Privacy Statement**

We collect personal information from our customers in the regular course of doing business. This statement answers some of your most frequently asked questions, and lets you know exactly how we're protecting the information you entrust to us.

### **What personal information do you collect about me?**

We collect the following information about you:

- Name
- Contact Information address
- postal codes and telephone numbers
- customer demographics
- customer financial information
- purchase & sales history
- product preferences
- customer opinions

When you visit our web site or access our newsletters, we also collect:

- Website traffic to our site
- what pages you visit on our site and what links you click on

### **How do you use this information?**

The main reasons we collect personal information from you are:

- to complete a sale or transaction with you
- to provide superior customer support and service
- to verify your credit, if necessary
- to place special orders on your behalf
- to deliver products directly to you in the fastest way possible
- to limit the possibility of fraud when we process your returns

If it's a necessary part of any of these transactions, we may disclose your information to another company. For e.g., when you apply for credit, we pass on your personal information to a credit reporting agency so we can complete a credit check. We also pass on your name and address to a courier company to complete a delivery.

We will also disclose your personal information if we are required by law to do so.

### How do you get my consent?

When you provide us with personal information to complete a transaction, verify your credit, place an order, arrange for a delivery or return a purchase, we assume you consent to our collecting it and using it for that specific reason only.

If we ask you for personal information for a secondary reason, like marketing, we will either ask you directly for your consent or provide you with an opportunity to say no. Saying no is called **opting out.** by opting out,

*Please note you can tell us not to collect the information and/or not to share it with other companies.*

### How do I opt out?

In order to opt out of any of our newsletter mail campaigns please ring our Head office on 905 829 1001 or email the request to [info@techttopcanada.com](mailto:info@techttopcanada.com) and we will process the request immediately.

### How do I get more information?

Our staff will be happy to answer any questions you may have about your personal information. If you would like more information about our policies, or you would like to see exactly what personal information we have about you in our records, or you wish to register a complaint, please contact:

- Shane Hickey / Roy Butler
- +1 (905) 829-1001
- [s.hickey@techttopcanada.com](mailto:s.hickey@techttopcanada.com) / [r.butler@techttopcanada.com](mailto:r.butler@techttopcanada.com)
- 2-2795 Brighton Road, Oakville, Ontario, L6H 6J4

Sincerely yours,

A handwritten signature in black ink, appearing to read "Joe Kelly", written over a horizontal line.

**Joseph Kelly**  
President  
Techtop Canada Inc.

