



Our privacy principles

Accountability

Eureka Consulting and Administrative Services is responsible for personal information in its control, including information that may be transferred to a service provider performing services for, or on behalf of, Eureka Consulting and Administrative Services. Eureka Consulting and Administrative Services has established these privacy guidelines, and procedures and practices, to safeguard such personal information.

Purposes

Eureka Consulting and Administrative Services identifies the purposes for which it collects personal information either before or at the time of collection.

Consent

Eureka Consulting and Administrative Services collects, uses and discloses personal information only with the consent of the individual, or as otherwise allowed by law.

Consent to the collection, use, or disclosure of personal information may be express or implied, as appropriate. Individuals may withdraw their consent at any time, subject to legal or contractual restrictions and considerations.

Collection

Eureka Consulting and Administrative Services only collects personal information that is necessary for the purposes identified. Personal information is collected directly from the individual, and may, with consent or as otherwise allowed by law, be collected from other sources.

Use, disclosure and retention

Personal information is not, without consent, used or disclosed to a third party for any purpose other than that for which it was collected, unless such use or disclosure is required or allowed by law. This may include use or disclosure in order to protect Eureka Consulting and Administrative

Services's interests in civil proceedings and in proceedings involving criminal activity, fraud or misrepresentation.

Eureka Consulting and Administrative Services retains personal information only as long as necessary to fulfill the identified purpose or as otherwise required or allowed by law.

Accuracy

Eureka Consulting and Administrative Services uses reasonable efforts to ensure that personal information is accurate and complete for the purposes for which it is to be used.

Safeguards

Eureka Consulting and Administrative Services protects the security and confidentiality of personal information with safeguards appropriate to the sensitivity of the information.

Openness

Eureka Consulting and Administrative Services's Privacy Guidelines are available to clients and the public. Upon written request addressed to the chief compliance officer, we will provide a copy of these guidelines, and respond to inquiries about our practices relating to personal information.

Individual access

An individual may request to be informed of the existence, use and disclosure of personal information pertaining to him or her. Eureka Consulting and Administrative Services will provide appropriate access to such information that it holds. If Eureka Consulting and Administrative Services determines not to provide access to personal information, we will provide an explanation. Individuals may request the correction of personal information Eureka Consulting and Administrative Services holds about them, and if we find that what we have is incorrect, we will correct it.

Concerns, inquiries or requests

Any concern, inquiry or request related to privacy should be made in writing.

Privacy and confidentiality

Eureka Consulting and Administrative Services is committed to respecting the privacy and confidentiality of information it receives according to applicable law. Eureka Consulting and Administrative Services has established and will continue to maintain reasonable safeguards to protect the security and confidentiality of personal information.

Your personal information

For web pages requiring you to register (ie. Newsletter sign-up):

- **Communication with Eureka Consulting and Administrative Services:** If you send Eureka Consulting and Administrative Services an e-mail through our “Contact Us” feature, we will use the e-mail address you provide at registration to contact you with our reply. If your e-mail address changes, you can always change the e-mail address we have on record on either the “Contact Us” page, or in the “Your Profile” section of the website.

What your information will not be used for:

- **Marketing from Eureka Consulting and Administrative Services:** You will not receive any marketing or advertisements from Eureka Consulting and Administrative Services at the e-mail address you provide, without your consent.
- **Marketing from third parties:** We will never sell your individual information to third parties.

E-mail security

The security of e-mail communication cannot be guaranteed. Do not send private or confidential information to Eureka Consulting and Administrative Services via e-mail (e.g., your Social Insurance Number, birthday). Any person wishing to communicate or send information of a private or confidential nature to Eureka Consulting and Administrative Services or a third party is encouraged to do so by other means.

Cookies

“Cookies” are small items of data that websites store in your browser. These data files contain information the website can use to track and organize the pages you have visited, and to gather information. Some of our web-based applications use “cookie” technology to measure website activity and tailor information to fit your personal interests. Eureka Consulting and Administrative Services uses both “session” and “permanent” cookies, both of which help us deliver a superior website experience that is designed to be fast, secure and personalized. You may decline cookies by configuring your web browser accordingly, but this may lead to reduced website functionality.

Traffic analysis

Eureka Consulting and Administrative Services collects some limited information about your connection to the Internet. This information includes your computer’s IP address, which is your numerical address on the Internet that lets our servers know where to send the web pages you view. This information is collected to help measure traffic to our website and the performance of our servers, and to help diagnose and address problems when they arise.

Eureka Consulting and Administrative Services may, from time to time, employ Google Analytics, web analytic services provided by Google Inc. to help measure traffic patterns to, from, and within our public websites. This analytics measurement tool uses “session” and “persistent” cookies to collect standard Internet log information and to track visitor behaviour information in an anonymous form. The information generated by the cookies about your use of the website (including the first nine digits of your IP address) is transmitted to Google. No personal, identifying information is recorded or provided to Google. This anonymous information is then used to evaluate visitors’ use of our website and to compile statistical reports.

For further information about Google or Flurry Analytics, please refer to [Google Inc.’s Privacy Policy](#)