

Orr & Boss Privacy Policy

1. Statement

We are committed to safeguarding your personal information. Your personal information will be handled in accordance with applicable data privacy laws, our internal policies, and this Privacy Policy. As part of our international practice, your personal information may be stored and processed in countries outside your country of residence. Regardless of the location, we will treat your personal information with the same care and respect for your privacy.

2. Privacy Policy

(i) Information Collected

We may collect the following personal information about you:

- **Contact information:** You provide this information when contacting us or sharing your contact details during business activities. Personal information collected may include your name, mailing address, email address, phone number, fax number, and background information necessary for business transactions.
- **Information in Correspondence:** This includes information you share with us when contacting us for support or feedback.
- **Information From Other Sources:** We may collect your personal information from third-party platforms for our services and projects, including demographic, professional, and other publicly available information.

i **Legal Basis**

Our processing of your personal information is based on the following:

- **Our Legitimate Interests:** We process personal information to promote and protect the Orr & Boss's business, build and maintain relationships, recruit, and provide services.
- **Necessity for Statutory Duties:** Personal information is processed to fulfill our legal obligations.
- **Your Consent:** We seek your consent for activities such as newsletters or improving your web experience. If you prefer not to be sent the newsletter or other materials, please contact us at orrandboss@orrandboss.com.
- **Compliance with the Law:** Personal information may be processed to meet legal or regulatory obligations.

i Use of Information

We use your personal information for the following purposes:

- Fulfill service requests and provide information.
- Perform business operations and meet contractual obligations.
- Maintain a contact list for regular communication.
- Evaluate and enhance our services.
- Recruit and evaluate job applicants.
- Comply with all applicable laws and corporate reporting obligations.
- Fulfill other purposes initiated or requested by you.

i Sharing of Information

We do not share your personal information with companies, organizations, or individuals outside Orr & Boss except in the following cases:

- **With your consent:** We'll share personal information outside of us when we have your consent. We will also ask for your explicit consent to share any sensitive personal information.
- **For legal reasons:** Personal information may be shared to comply with legal obligations, processes, or requests from law enforcement agencies, public authorities, or other organizations when necessary.
- Storage of Information

Your personal information may be stored on servers located outside your country of residence, including but not limited to Canada and the United States. We maintain servers worldwide to provide our services globally.

i Data Deletion and Retention Policies

We retain personal information for business purposes and to comply with contractual and legal obligations. We will make reasonable efforts to delete your personal information upon request.

i Safeguarding Your Information

We use technology and operational security standards to protect personal information from loss, misuse, alteration, or destruction. Only authorized Orr & Boss personnel and third-party service providers have access to personal information, which they are required to treat as confidential. Despite these precautions, we cannot guarantee protection against unauthorized access.

i Children's Information

Our websites are not intended for children under 18 years old, and we do not intentionally collect or maintain personal information on individuals under this age.

i **Your Privacy Rights**

You have rights and choices regarding your personal information. These may include access, deletion, updating, or rectifying your data, being informed about data processing, filing complaints, and other rights under applicable laws. Please send relevant requests to orrandboss@orrandboss.com

i **Privacy Policy Update**

We may update this Privacy Policy periodically. The most up to date privacy policy will be on our website.