

## WEBSITE PRIVACY POLICY

Privacy of personal information is important to Re:Function Health Group. We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the services we provide. We commit to being open and transparent as to how we handle personal information. This document describes our privacy policies and applies solely to information collected from our website.

### *Offices*

Richmond  
Vancouver  
Coquitlam  
Surrey  
Abbotsford  
Victoria  
Nanaimo

This policy outlines:

- What personally identifiable information is collected through the Re:Function Health Group website, how it is used, and with whom it may be shared
- What choices are available to you regarding the use of your data
- The security procedures and protocols in place to protect the misuse of your information
- How you may correct any inaccuracies of your information.

### Information Collection, Use, and Sharing

We, at Re:Function Health Group, are the sole owners of the information collected on our website. We only have access to and/or collect information that you voluntarily give us via email, website referral form, or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you in regards to the reason you contacted us. We will not share your information with any third party outside of our company.

### Third Party Referral Information

We receive third party referrals (e.g., lawyers, case managers, etc.) for services we provide through our referral form page on our website. Certain personal information about the client is required when filling out the online referral form. This information is used to better serve the client and their specific needs. The personal information collected from the online referral form is treated the same as outlined in this policy.

### Your Access to and Control over Information

You may opt out of any future contacts from us at any time. Further, you may contact us via [privacy@refunction.ca](mailto:privacy@refunction.ca) to do any of the following noted below:

- See what data we have about you, if any
- Change and/or correct any data we have about you
- Express any concern you have about our use of your data.

## Cookies

We use "cookies" on our website. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our website and identify repeat visitors to our website. Further, cookies can enable us to track and target the interests of our website users to enhance the experience on our website. Usage of a cookie is in no way linked to any personally identifiable information on our website.

## Links

Our website may contain links to other websites. Please be aware that we are not responsible for the content or privacy practices of other websites. We encourage our website users to be aware when they leave our site and to read the privacy statements of any other website that collects personally identifiable information.

## Security

We take precautions to protect your information. When personal information is submitted via the website, the information is protected both online and offline.

Sensitive information that is collected is encrypted and transmitted to us securely. This can be verified by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

Personal information is also protected offline. Only employees and contractors who need the information to perform a specific service or job are granted access to personally identifiable information. The computers/servers in which personally identifiable information is stored on are kept in a secure environment.

Any inquiries, complaints or questions regarding this privacy policy should be directed to our Privacy Officer at [privacy@refunction.ca](mailto:privacy@refunction.ca).