



## Website Privacy Policy

Burkett & Co. believes that the responsible use of personal information collected on its Website is critical to its business objectives and reputation. As part of our commitment to privacy, we have adopted this Online Privacy Statement. The extent and type of information we receive from you on our external Website depends on the information you provide to us through our contact mailboxes, as well as through the registration processes on our site.

We only use your personally identifiable information to respond to your requests and to provide you with information about the services of Burkett & Co., unless we obtain your permission to use your personal information for other purposes. For example, if you send us an e-mail message requesting information about Burkett & Co., we will use your e-mail address and other information you supply to respond to your request. If you send us a resume or curriculum vitae (CV) to apply online for a position with Burkett & Co., we will use the information provided to match you with available opportunities.

Some internet sites use cookies, which are small text files placed on your computer when you first visit the site. Cookies are primarily used to enhance your online experience and are not used to track the navigational habits of identified visitors, unless permission is obtained to do so. This site does not employ cookies.

The personal information you provide to us will be retained only for as long as necessary to fulfill the purposes for which the information was collected or as required by law. We do not share personal information with third parties except as necessary to carry out our business, or as required by law or other legal processes. We never sell your personal information.

In addition, Burkett & Co. has technological and operational security policies and procedures in place to protect your personally identifiable information from loss, misuse, alteration, or unintentional destruction. Our personnel and third party contractors who have access to the data have been trained to maintain the confidentiality of such information. All visitors, however, should be aware that our site may contain links to other sites that are not governed by this or any other privacy statement.

Burkett & Co. reserves the right to modify or amend this privacy statement at any time and for any reason. Nothing contained herein is intended to create a contract or agreement between Burkett & Co. and any user visiting the Website, or provide identifying information of any kind.

Burkett & Co. understands the importance of protecting children's privacy, especially in an online environment. Our sites are not intentionally designed for or directed at children under the age of 13 years. It is our policy to never knowingly collect or maintain information about anyone under the age of 13.

Burkett & Co. recognizes its responsibility for protecting the online privacy of your personal information. If you have questions or comments about our administration of your personal information, please contact us at accountants@burkett.ca. You may also use this address to communicate any concerns you may have regarding compliance with our Online Privacy Policy.

