



January 2004

## Privacy Policy

Dear Guest:

Your privacy is important to us. This policy tells you what information we gather about you, how we would use it, to whom we may disclose it, how you can opt out of the collection, use or disclosure of your personal information, and how to get access to the information we may have about you.

### Collecting information

We collect information about guests such as name, address, automobile license number, make and year, credit card number and special needs, interests and preferences. We may collect the information from you directly, from a member of your family, or from a business associate making reservations for you. We may obtain it by telephone, in person, by mail, by fax or by e-mail. We may keep the information in written form or electronically. By providing this information to us, you enable us to serve you better.

### Using Information

We use the information collected to make your stay with us more enjoyable, to assist in arranging payment of your accounts, and to provide further information to you about our facilities and our programs. We will retain your personal information only for as long as required by law or as necessary for the purposes for which it is collected. Your personal information will not be used for other purposes without your consent.

### Disclosing Information

We will not disclose any personal information collected about you to anybody else, unless required to do so by law, except when we provide the information to firms we retain to assist us in forwarding additional information to you, or in collecting funds owing by you. If our business is sold, we may provide this information to the purchaser of our business.

We will comply with all laws which require us to supply the information to government agencies and others. We will not otherwise sell, transfer or trade any mailing list which includes your information.

### Keeping Information Secure

We will keep written information in a secure place in a locked cabinet. If the information is stored electronically, it will only be accessible to those members of our staff who require it.

If you wish to review the personal information we keep about you, please contact our Privacy Officer at the address below. At your request, subject to applicable law, we will delete your personal information from our records.

### Obtaining your Consent

By providing personal information to us, you are consenting to us using it for the purposes set out above and disclosing it to the parties described above. If you do not want us to use any personal information about you, or wish to limit the use or disclosure of such personal information by us, please contact the Privacy Officer at the address set out below by mail, fax or e-mail.

### Contact Information

Glenview Cottages & Campground  
2611 Great Northern Road  
Sault Ste. Marie, Ontario Canada  
P6A 5K7  
705-759-3436 (phone)  
705-759-9060 (fax)  
e-mail: [info@glenviewcottages.com](mailto:info@glenviewcottages.com)  
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