

Privacy Policy:

1. We value your privacy.
2. All staff and work experience personnel are required to sign a confidentiality agreement.
3. We will never sell or give your information to any third party for our gain or for any other reason. The only time we would share your information is with your permission or in order to complete your work.
4. Your work is NOT outsourced. If additional assistance is required, we bring staff in.
5. Credit card details are not retained. If you pay over the phone with your credit card, the details are shredded once the transaction has been electronically approved.
6. At the conclusion of each job, you may request for all files relating to you and/or the job – both electronic and paper-based – to be destroyed. It is your responsibility to ensure you have copies of any files you might need, before we destroy and delete our copies.
7. There are laws regarding privacy and we believe in and uphold those laws.