

CANDLES BANQUET & CONVENTION CENTER

PRIVACY & SAFEGUARDS POLICY 2008

PRIVACY POLICY ON THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

This Policy Statement has been prepared to affirm Candles Banquet and Convention Centre strong commitment to maintaining the privacy of its customers, franchisees (existing and potential), suppliers, and others and to inform these individuals of its practices concerning the collection, use and disclosure of personal information provided to Candles Banquet and Convention Centre about any identifiable person excluding Candles Banquet and Convention Centre employees.

The purpose of this Policy Statement is to establish, in accordance with the Personal Information Protection and Electronic Documents Act (Canada), rules to govern the collection, use and disclosure of personal information in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of Candles Banquet and Convention Centre to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances.

SAFE GUARD

Candles Banquet and Convention Centre will take such steps as are necessary to establish and implement security safeguards to protect the personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification.

The nature of the safeguards will vary depending upon the sensitivity of the information that has been collected, the amount, distribution and format of the information, and the method of storage. More sensitive information will be safeguarded at a higher level of protection.

Candles Banquet and Convention Centre will make their employees aware of the importance of maintaining the confidentiality of personal information.

Candles Banquet and Convention Centre will take reasonable care in the disposal or destruction of personal information to prevent unauthorized parties from gaining access to the information

ONLINE RESERVATIONS

Candles Banquet & Convention Center does not guarantee availability until written confirmation is in place. Discounts, Services, Menus and Availability as per the Online Reservation tool are subject to change. All online reservations will be considered within 48 hrs of submission where upon a representative of Candles Banquet & Convention Center will confirm the reservation. For more information on using the Online reservation tool please contact us.

For more information on our procedures & policies please contact us

Candles Banquet & Convention Center

***1224 Dundas St. E., Unit # 18,
Mississauga, Ontario, L4Y 4A2***

Phone: (905) 848-3388, Fax: (905) 848-2309

Email candlesbanquet@gmail.com