BC Small Business Website Privacy Policy

1. Organization and scope

Example Cedar Office Ltd, of 100 Example Way, Victoria BC, provides this notice for https://example.com and ordinary website enquiries. The proposed effective date is 2026-11-16. Our privacy contact is Privacy officer, reachable at privacy@example.com or the postal address above. This notice is limited to the information practices described below; it does not cover employee records, sensitive services or other excluded activities.

2. Information and purposes

Information handled through this website and its enquiry process is: Contact name, email address and enquiry text; IP address, browser type and essential server-security logs. Do not send sensitive information.

The specific purposes are: Responding to requested enquiries, maintaining the website and investigating security incidents.

Collection must be reasonably limited to those purposes or otherwise permitted by applicable law. We will provide any required notice at the point of collection. A person should not send sensitive information through an ordinary enquiry. A new purpose or collection method must be assessed before it is introduced; publication of this notice is not blanket consent to unrelated processing.

3. Consent and choices

Where consent is required, we will seek an appropriate form of consent for the circumstances. A person may ask our privacy contact about the information being requested and any available alternative. Subject to legal restrictions and reasonable notice where applicable, consent may be withdrawn. We will explain material consequences, such as being unable to answer an enquiry without a reply address. We do not treat an ordinary enquiry as consent to a marketing list.

4. Service providers and disclosures

The actual providers, roles and processing locations are: Example local hosting and email processors acting on instructions, with processing in British Columbia. This fictional entry must be replaced with verified arrangements.

Provider arrangements must protect information appropriately and limit its use to the authorized task. We remain accountable for information under our control. We may make disclosures permitted or required by applicable law, but this notice does not create a new authority to disclose information. Proposed cross-border or interprovincial handling must be separately assessed before adoption of this limited notice.

5. Retention and deletion

Our documented retention arrangements are: Enquiry records for 90 days after resolution and security logs for 30 days, unless a documented legal obligation, access request or preservation hold requires longer retention.

These periods remain subject to applicable access rights, mandatory retention and legitimate preservation requirements. In particular, if personal information is used to make a decision directly affecting someone, applicable law may require retaining it for at least one year to permit access. When information is no longer reasonably needed for its purpose or a legal or business reason, we will arrange appropriate destruction or de-identification. Deletion statements must reflect actual systems and backups.

6. Safeguards

Our actual security arrangements are: Role-limited access, multi-factor authentication for administrators, current software and access removal when duties end. These are fictional practices, not a security audit.

We must maintain reasonable safeguards appropriate to the information and circumstances, review access and processor arrangements, and address security concerns. No internet transmission or storage method is risk-free. This notice is not a security audit and does not promise perfect protection or remove our legal obligations.

7. Access correction and complaints

Contact privacy@example.com to request access to personal information under our control, request a correction, ask about our practices or make a privacy complaint. We will explain any reasonable identity verification needed and assist with the request. Applicable exceptions, response periods and permitted fees will be assessed under the governing law; an explanation and any required review information will be provided where access is refused. A person may also contact the Office of the Information and Privacy Commissioner for British Columbia through its official website, https://www.oipc.bc.ca/.

8. Updates

Before materially changing a practice, we will assess required notice, consent and legal obligations. We will update the policy date when the notice is actually changed and retain an appropriate record of previous versions. A revised notice does not retroactively authorize an incompatible use. Questions may be directed to Privacy officer at privacy@example.com.

Completion instructions

An organization-specific notice for an ordinary BC private business informational website and its contact enquiries. Describes the actual information, purposes, service providers, retention and privacy contact supplied by the organization.

Exclude public bodies, employee/applicant records, children-directed sites, sensitive health/financial data, payments/accounts, targeted ads, nonessential analytics/cookies, marketing lists, AI profiling and data sales. Cross-border or interprovincial handling requires separate applicability review.

Complete a real information inventory including cookies, logs, plugins, emails and processor locations. Resolve PIPA/PIPEDA applicability with the reviewer. A notice does not obtain every consent, satisfy every obligation or establish that a website is compliant.

Do not publish fictional provider, retention or security statements. Review access/correction/complaint handling, safeguards and actual deletion operations with the accountable privacy contact.

Read every completed clause and verify actual facts and source scope before signing or publication. No information practice, signature, witness event, consent, service, registration or enforceability is certified by this website.

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