

SPC Privacy Policy

Effective Date: April 7, 2025

At **Stellar Patterns Consulting Inc.**, your privacy is of paramount importance to us. As a consulting firm rooted in community development, participatory research, and strategic engagement, we are committed to protecting the personal and organizational information of our clients, partners, and website visitors. This Privacy Policy outlines how we collect, use, disclose, and protect your information in accordance with applicable Canadian privacy laws, including the **Personal Information Protection and Electronic Documents Act (PIPEDA)**.

1. Information We Collect

We may collect the following types of information through our website, direct communication, or service engagements:

a. Personal Information

When you engage with us—such as through our contact forms, newsletters, consultations, or client services—we may collect personal information including:

- Full name
- Email address
- Phone number
- Job title and organization
- Any information voluntarily provided via forms, surveys, or email communication

b. Organizational Information

We may also collect information about your organization such as:

- Program descriptions
- Grant application data
- Project reports
- Evaluation results or community engagement feedback

c. Technical Information

When you browse our website, we may automatically collect information through cookies and analytics tools such as:

- IP address
- Browser type and device
- Pages visited and time spent on site
- Referring website or links

2. How We Use Your Information

Stellar Patterns Consulting Inc. uses the information collected for the following purposes:

- To respond to your inquiries or requests for consultation
- To provide our consulting services (e.g., grant writing, community-based research, monitoring and evaluation)
- To deliver updates, newsletters, or announcements (only with your consent)
- To improve our website functionality, services, and user experience
- To maintain records for legal or contractual obligations
- To analyze trends and inform program development in line with our mission and values

3. How We Share Your Information

We do **not** sell, rent, or trade your personal or organizational information. We may share your information in the following limited circumstances:

- **With Trusted Partners or Consultants** involved in delivering services (bound by confidentiality agreements)
- **To Comply with Legal Obligations**, such as responding to subpoenas, legal processes, or government requests
- **With Your Explicit Consent**, when collaborating with third-party organizations or funders

4. Data Security

We take reasonable steps to protect your information using administrative, physical, and technical safeguards. These include:

- Secure access controls and password protection
- Encryption of sensitive data where applicable
- Regular reviews of data storage practices

However, no method of transmission over the Internet or electronic storage is completely secure. While we strive to protect your information, we cannot guarantee absolute security.

5. Your Rights and Choices

You have the right to:

- Access the personal data we hold about you
- Request correction or updates to your information
- Withdraw consent to use your data (subject to legal/contractual obligations)
- Request deletion of your personal information from our systems

To exercise these rights, please contact us at: **admin@stellarpatternsconsulting.ca**

6. Cookies and Analytics

Our website uses cookies to improve functionality and gather usage statistics. Cookies help us understand how visitors interact with our content and where improvements are needed.

You may adjust your browser settings to disable cookies; however, some website features may not function as intended if cookies are disabled.

7. Third-Party Links

Our website may contain links to external websites or services not operated by Stellar Patterns Consulting Inc. We are not responsible for the content, privacy practices, or data security of these third parties. We encourage you to review their privacy policies before engaging with them.

8. Children's Privacy

Our services are not intended for children under the age of 13. We do not knowingly collect personal information from minors. If we discover that we have unintentionally collected such information, we will take steps to delete it promptly.

9. Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, services, or legal requirements. Any updates will be posted on this page with an updated "Effective Date." We encourage you to review the policy periodically.

10. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or how we handle your information, please contact:

Stellar Patterns Consulting Inc.

Edmonton, Alberta, Canada

Email: admin@stellarpatternsconsulting.ca

Phone: +1-587-783-9996

Website: www.stellarpatternsconsulting.ca