

PRIVACY POLICY

CM Williamson Professional Corporation

Effective August 27, 2026

CM Williamson Professional Corporation ("CM Williamson," "we," "us" or "our") respects your privacy. This Privacy Policy explains how we collect, use, disclose, retain and protect personal information through our website and when you contact us through the website. It is intended to support our obligations under Alberta's Personal Information Protection Act and, where applicable, Canada's Personal Information Protection and Electronic Documents Act and other applicable privacy laws.

1. Scope

This policy applies to personal information handled through our public website, including information submitted through our contact form and information collected through cookies and similar technologies. It does not replace the more detailed confidentiality, engagement and records-management terms that may apply after you become a client.

Our website is intended for business and general informational use. It is not a secure client portal. Please do not submit tax documents, social insurance numbers, banking information, passwords, government identifiers or other sensitive financial or personal records through the website contact form. We will provide an appropriate secure method when documents or sensitive information are required.

2. Accountability

We are responsible for personal information under our control. Our Privacy Officer oversees compliance with this policy, responds to questions and complaints, and handles requests to access or correct personal information. Contact details are provided at the end of this policy.

3. Personal information we collect

Information you provide

When you use our contact form, we collect your first and last name, email address, telephone number, optional company name, and the information you include in your message. We may also collect information you provide in later emails, telephone calls or other correspondence relating to your inquiry.

Information collected automatically

When you visit our website, our systems and service providers may automatically collect technical and usage information such as your Internet Protocol (IP) address, browser and device type, operating system, referring page, pages viewed, date and time of access, approximate geographic location, site interactions, advertising or referral information, and cookie or similar identifiers. This information may be linked to a browser or device and may be personal information depending on the circumstances.

Cookies and similar technologies

Our website may use cookies, tags, pixels and similar technologies for the following purposes:

Category	Purpose
Essential	Operate the website, maintain security, prevent abuse and support contact-form functionality.
Analytics	Understand visits, traffic sources and how people use the website so we can measure

Category	Purpose
	and improve performance.
Advertising	Measure advertising campaigns, record conversions and help us understand whether our advertising is effective.

We use Google Analytics, Google Tag Manager and Google Ads-related measurement tools. We use non-essential analytics and advertising technologies in accordance with the choices made through the site's cookie-consent controls. You can also limit cookies through your browser settings, although blocking essential technologies may affect site functions.

4. How we use personal information

We may use personal information to respond to your inquiry and communicate with you; determine whether and how we may assist you; provide, administer and improve our website and services; maintain website security and prevent misuse; measure website and advertising performance; maintain business and professional records; comply with legal, regulatory, tax and professional obligations; and establish, exercise or defend legal claims.

Submitting a contact form authorizes us to respond to that inquiry. We will not use contact-form information to send unrelated commercial electronic messages unless you separately consent or the communication is otherwise permitted by law.

5. Consent and your choices

We obtain consent in a form appropriate to the sensitivity of the information and the circumstances. Consent may be express, such as when you submit a form or select cookie preferences, or implied where permitted by law. You may withdraw consent, subject to legal or contractual restrictions and reasonable notice. Withdrawal may limit our ability to respond to an inquiry or provide a requested service.

You may adjust non-essential cookie choices through the cookie-consent control made available on the website and through your browser settings. You may also use Google's available advertising and analytics controls. Some browser settings affect only that browser or device and may need to be reset after clearing cookies.

6. When we disclose personal information

We do not sell or rent personal information. We may disclose personal information only as reasonably necessary for the purposes described in this policy, including to:

Website and technology providers. Providers that host, operate, secure, maintain or analyze our website, process contact forms, deliver web fonts, or measure advertising and conversions, including Webflow and Google services.

Professional and business advisers. Lawyers, accountants, insurers, consultants and other advisers where necessary for legitimate business, legal, professional or risk-management purposes.

Authorities and other parties. Government, regulatory, law-enforcement or other parties where required or permitted by law, or where reasonably necessary to protect rights, safety, property or security.

Business transactions. A prospective or completed purchaser, successor or other party involved in a reorganization, financing, sale or transfer of all or part of our practice, subject to appropriate confidentiality and legal requirements.

7. Service providers and processing outside Canada

Some service providers may process or store personal information outside Alberta or outside Canada, including in the United States or other jurisdictions where they or their subcontractors operate. Information processed outside Canada may be subject to the laws of that jurisdiction and may be accessible to courts, law-enforcement or national-security authorities in accordance with those laws.

We remain accountable for personal information transferred to service providers for processing and use contractual, organizational and other measures appropriate to the circumstances. Our Privacy Officer can answer questions about our use of service providers outside Canada and the countries in which processing may occur.

8. Retention

We retain personal information only for as long as reasonably necessary for the purposes for which it was collected and for applicable legal, regulatory, professional, security and recordkeeping requirements. Retention periods vary with the nature of the information and our relationship with you. When information is no longer required, we securely destroy, delete or anonymize it, subject to backup and legal-hold requirements.

9. Safeguards

We use administrative, technical and physical safeguards appropriate to the sensitivity and amount of the information, the purposes for which it is used and the format in which it is stored. These measures may include access restrictions, authentication controls, encryption where appropriate, security monitoring, staff confidentiality obligations, vendor controls, backups and secure disposal practices. No method of transmission or storage is completely secure, so we cannot guarantee absolute security.

10. Access, correction and complaints

Subject to applicable law, you may request access to personal information we hold about you and ask us to correct information that is inaccurate or incomplete. We may need to verify your identity before responding. In limited circumstances, the law may permit or require us to refuse access, and we will explain the reason where required.

If you have a privacy concern, please contact our Privacy Officer first so we can review and respond. You may also contact the Office of the Information and Privacy Commissioner of Alberta or, where applicable, the Office of the Privacy Commissioner of Canada.

11. Third-party websites and services

Our website may link to third-party websites or services. Their privacy practices are governed by their own policies, and we are not responsible for how they collect, use or disclose personal information. We encourage you to review their policies before providing information.

12. Children

Our website and services are directed to businesses and adults and are not intended for children. We do not knowingly collect personal information from children through the website. If you believe a child has provided personal information to us, please contact our Privacy Officer.

13. Changes to this policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technologies, services or legal obligations. The revised policy will be posted on our website with an updated effective date. Material changes may also be highlighted on the website where appropriate.

14. Contact us

Privacy Officer

CM Williamson Professional Corporation

Suite 201, 14068 127 Street NW

Edmonton, Alberta T6V 1K4

Email: admin@cmwcpa.ca

Telephone: 780-457-9331