

Our Ten Privacy Principles

Brethet, Barnum & Associates has always been and will continue to be, committed to maintaining the accuracy, confidentiality, and security of your personal information. In any business, keeping personal information private is important; in our business, it is critical.

As part of this commitment, we have established Ten Privacy Principles to govern our actions as they relate to the use of private information. We invite you to review our principles, which have been built upon the values set by the Canadian Standards Association's *Model Code for the Protection of Personal Information* and Canada's *Personal Information Protection and Electronic Documents Act*.

Principle 1 - Accountability

We are responsible for maintaining and protecting individual information under our control. In fulfilling this mandate, we have designated an individual who is accountable for compliance with the Ten Privacy Principles.

Principle 2 - Identifying Purposes

The purposes for which individual information is collected shall be identified before or at the time the information is collected.

Principle 3 - Consent

The knowledge and consent of the individual is required for the collection, use or disclosure of individual information except where required or permitted by law.

Principle 4 - Limiting Collection

The individual information collected must be limited to those details necessary for the purposes identified. Information must be collected by fair and lawful means.

Principle 5 - Limiting Use and Disclosure

Individual information may only be used or disclosed for the purpose for which it was collected unless the individual has otherwise consented, or when it is required or permitted by law.

Principle 6 - Accuracy

Individual information must be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

Principle 7 - Safeguarding Individual Information

Individual information must be protected by security safeguards that are appropriate to the sensitivity level of the information.

Principle 8 - Openness

We are required to make information available to individuals concerning the policies and practices that apply to the management of their information.

Principle 9 - Individual Access

Upon request, an individual shall be informed of the existence, use and disclosure of their information. Individuals may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate.

Principle 10 - Handling Individual Complaints and Suggestions

Individuals may direct any questions or enquires with respect to the privacy principles outlined above or about our practices by contacting the designated person accountable for privacy in our company.