

Snell & Oslund Surveys (1979) Ltd.

Privacy Policy

Definition of Personal Information

Personal information is information that can identify an individual such as name, home address and telephone number and includes employee personal information, but does not include business contact information.

Commitment to Protection of Personal Information

Your privacy is important to us. We respect the privacy of the personal information provided by our shareholders, clients, and employees and are committed to the protection of personal information in our possession, including personal information that has been received from a third party and information transferred by us to a third party.

Consent

We require knowledge and consent of the individual for the collection, use, or disclosure of personal information. When you supply us with your personal information consent is implied for us to use your personal information where required for the provision of our services to you.

Purposes for Collection of Personal Information

We will collect, use and disclose personal information to:

- Establish and maintain the employment relationship with our employees
- Provide services to our shareholders and clients
- Comply with applicable laws such as the Income Tax Act and Employment Standards

Disclosure of Personal Information to Third Parties

We consider that when personal information is disclosed to us, it is done with the understanding that this information may be disclosed to third parties such as:

- Regulatory authorities

- Benefits providers
- Legal authorities

Accuracy

We will strive to ensure that the personal information we have on file is as accurate and up-to-date as necessary for the purposes for which it will be used.

Retention of Personal Information

We will retain personal information only so long as it is needed to fulfill the purposes for which it was collected, and for a reasonable length of time thereafter as needed to meet any legal or business purposes.

Protection of Personal Information

Whether in electronic or paper based format, we will maintain reasonable and appropriate security systems to safeguard personal information in our custody or under our control from unauthorized access, collection, use, or disclosure.

Individual Access to Personal Information

Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information.

Access to Privacy Policy

We shall provide the privacy policy to anyone who requests it.