

**Barrie Paintball  
RR#2 Barrie, on  
L4M 4S4**

## **Protecting Your Privacy**

On January 1, 2004 the Personal Information and Electronic Documents (Canada) (the Act) will apply to all commercial activities in all provinces in Canada, unless the province has enacted “substantially similar” legislation. Quebec is currently the only province that has enacted substantially similar legislation.

The act establishes rules for the protection of an individual’s personal information when it is collected, used and disclosed for business purposes.

### **Policy**

1. Our office/business does not distribute or provide any information about our clients to anyone, without the written consent of the client or as required or permitted by law.
2. Our office protects the personal information we do collect and maintain. Access to personal information is granted:
  - i. Internally: employees, agents and representatives and
  - ii. Externally: regulatory/government authorities, chartered accountants, lawyers, bookkeepers, bankers, insurance agents, third party administrators or other specifically authorized third parties

Only to provide financial, taxation, insurance, investment and business planning services, products or advice or to serve another legitimate business need.

We have implemented physical, electronic and organizational measures to help protect client’s personal information from unauthorized access, unlawful processing and accidental loss, destruction or alteration.

### **Guidelines for Information Collection & Use**

We collect personal information for rental ID, member contact, purchases, sales information and to better understand the needs of our clients.

1. Information we receive from you could include but is not limited to:
  - i. Data about who you are and how to contact you such as your name, address, phone number and email
  - ii. Credit Card information which we need to know in order to complete transactions with you
2. This information is maintained in our files for the remainder of the calendar year or for as long as it is required to meet our client’s needs and/or administration of our service.