

## **McNair Business Development Inc. Privacy Policy for Personal Information**

### **Accountability**

The privacy of our employees, clients, customers, partners and associates is important to McNair Business Development Inc. Our goal is to treat personal information and data with the utmost respect, including any personal information that is transferred to third parties for processing, storage or other purposes. Our procedures and policies are in accordance with The Personal Information Protection and Electronic Documents Act ("PIPEDA") and ISO 9001:2008 standards. Our procedures and policies are a part of our Management System and are documented and updated regularly. We have a Privacy Officer who is accountable for compliance and security principals and regularly trains our employees on compliance. We have prepared this policy to provide to you information on how we may collect, use and disclose that information.

### **Collection and Use**

When collecting personal or confidential information, our employees will state the purpose of collection and provide on request contact information for our Privacy Officer who can answer any questions regarding the collection.

McNair collects and maintains different types of personal information with respect to individuals and whom we have client, customer, partner, and associate relationships. This includes such information as personal name, address, telephone number, email address, IP address, domain, product and services that we provide to you, records with respect to service and maintenance, payment and billing preferences, credit card information, business relationship information, information related to agreements and contracts and customer service and feedback requested by our office.

### **McNair collects your personal information for the following reasons:**

- To establish, maintain and manage business relationships, consulting, outsourcing or joint ventures.
- To provide and administer products and services requested and to deliver products and services to you.
- To review products and services that we provide to you so we may understand your requirements and we may work to provide quality service and products.
- Promotion of our products and services to you.
- To provide information to third party suppliers, for services such as web hosting or server management.
- Establish operation of accounts for the requested products and services.
- To manage outsourced business operations, payroll and financial activities.
- To provide information to employees working with McNair as needed for the operation of your account and the provisions of the requested products and services.
- Information pertaining to customer feedback and quality of service.

With regards to our website, browsing our corporate site or login in helps McNair to measure the number of visits, page views and other statistics of visitors to our site.

McNair will destroy or erase inactive documents and data after three years and in accordance with our control of records process, if it is reasonable to assume that the original purpose is no longer served and retention is unnecessary for business and legal purposes. McNair will take due care in destroying information and to prevent unauthorized access to the information.

### **Consent and Access**

Our enabling professional services contract with clients allows us discuss the nature of our work, products and service offerings and contact information is requested at that time. Requested information throughout the course of a project or relationship may be provided orally, in writing, electronically, action or otherwise appropriate. Confidentiality and security are not assured when information is transferred through email or other wireless communication.

### **McNair may collect, use or disclose personal information where:**

- An enabling professional services contract is in place or another business relationship has been established.
- To comply with law enforcement agencies or government institutions.

Unless you advise otherwise, and by receiving this Privacy Policy you have consented to the collection, use and disclosure of your personal information. When you provide personal information to us, we may communicate and disclose it to third party suppliers for the purpose of fulfilling, servicing and completing your product or service request. Personal information will not be used or disclosed for purposes other than it was collected for except with the consent of the individual.

You have the right to access your personal information held by McNair Business Development Inc. Upon written request you can change your consent at anytime by contacting our Privacy Officer at [privacy@mcnairbd.com](mailto:privacy@mcnairbd.com). McNair will provide you with personal information under its control, information how specifically it is being used and the description of individuals or third parties whom that information has been disclosed. A reasonable fee may be charged for providing requested information. In some cases disclosure may not be restricted where personal information of another party may be disclosed.

### **Safeguarding Personal Information and Data**

McNair protects the personal information in its possession by making reasonable security arrangements to prevent unauthorized access, use, copying, disclosure or other risks.

#### **Some specific safeguards include and requirements under our Management System:**

- Locked cabinets
- Restricted employee access to files, databases and servers
- Regular audit reviews, control of document and records
- Passwords and firewalls
- Security testing on project rollouts, intrusion testing
- Employee confidentiality and third party agreements
- Visitor Log

### **Compliance and Concerns**

McNair has appointed a Privacy Officer to oversee compliance with our privacy policies. If you have any questions or concerns our Privacy Officer may be contacted at our address below or by sending an email to: [privacy@mcnairbd.com](mailto:privacy@mcnairbd.com). We will endeavor to respond quickly and answer any questions you may have.

McNair Business Development Inc.  
Attention: Privacy Officer  
3419 Pasqua Street  
Regina, SK S4S 7K9  
(306) 789-5258

As industry leaders we are committed to understanding our client's business and their needs. Our Management System provides the framework enabling our employees to deliver high value products and services to our clients. We look forward to continuing to serve your needs.