

The K. Biddlecombe & Associates Inc Privacy Protection Pledge

At K. Biddlecombe & Associates Inc, we respect your privacy. That is why we have developed The K. Biddlecombe & Associates Inc Privacy Code of which the objective is to specify K. Biddlecombe & Associates Inc's guidelines for the collection, use and disclosure of your personal information.

The K. Biddlecombe & Associates Inc Privacy-Code was developed to comply with the relevant portions of the *Personal Information Protection and Electronic Documents Act* (Canada). We have drafted The K. Biddlecombe & Associates Inc Privacy Code to facilitate our compliance with this new legislation and to demonstrate our commitment to protecting your personal information.

We have also developed The K. Biddlecombe & Associates Inc Privacy Protection Pledge. We want you to understand the purposes for which we collect personal information. We also want to make certain that we have your consent to continue to collect, use and disclose your personal information for those purposes.

The following is a brief synopsis of our privacy practices:

Why do we need to collect your personal information?

If you are a K. Biddlecombe & Associates Inc client, K. Biddlecombe & Associates Inc may have to collect some basic information about you. We respect your privacy, which is why we collect personal information only for the following purposes:

1. To provide the products or services that clients and employees have requested and to maintain business relations with relevant necessary parties
2. To understand the needs and recommend products and services according to the relationship
3. To manage our business with the utmost professionalism, including partnership and employment matters
4. To meet legal and regulatory requirements

When do we disclose personal information?

There is a variety of circumstances where we may need to disclose some personal information about our clients. Here are some examples:

1. To complete relevant government agency forms in compliance with the work that has been assigned to us to complete.
2. To comply with warrants from governing offices (ie: Officers of the court)

3. To meet legal and regulatory requirements

How do we protect your personal information?

In order to protect your personal information, K. Biddlecombe & Associates Inc:

1. Will not collect, use or disclose your personal information for any purpose other than those identified above, except with your further consent;
2. Will protect your personal information with appropriate security safeguards;
3. Will protect the confidentiality of your personal information when dealing with other organizations;
4. Will strive to keep your personal information as accurate and up to date as is necessary for the purposes identified above; and
5. Will honour any request you may make for access to your personal information.

What are your choices?

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:

1. You may refuse to provide your personal information to us.
2. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice.

However, in either case, this may limit our ability to serve you.

If you have any questions or concerns about our personal information management system, please contact the K. Biddlecombe & Associates Inc Privacy Officer at 604-946-1198 or via info@kbacpa.ca. Otherwise, we will assume that we have your consent to collect, use and disclose your personal information for the purposes identified above and in a manner consistent with The K. Biddlecombe & Associates Inc Privacy Code.

Please visit the Office of the Privacy Commissioner of Canada's web site at www.priv.gc.ca.