

Principle 6: Accuracy and Access. We take care to keep your personal information in our records as accurate, complete, and up to date, as necessary. However, we also rely on you to notify us when your information changes. Keeping your information updated allows us to offer you the best possible services and to make recommendations that are appropriate for you. You have the right to inspect your personal information to ensure it is accurate and request it be amended.

Principle 7: Safeguards. We take steps to protect your personal information against theft, loss, or unauthorized use. This protection applies to paper and electronic files. We use physical, organizational, and technological measures to safeguard personal information. We will promptly inform you if a breach occurs that puts your personal information at risk of being used in an unauthorized way. Personal information recorded on paper files that is no longer required is shredded prior to disposal to prevent inadvertent disclosure to unauthorized persons.

Principle 8: Openness. We will make readily available to our clients and potential clients specific information about our policies and procedures relating to the management of their personal information. If you require any further information about our policies or procedures, please contact our Privacy Officer.

Principle 9: Individual Access. Upon request, and upon verification of the individual's identity, a client shall be informed of the existence, use, and disclosure of his or her personal information, they shall be given access to that information and shall be able to challenge the accuracy and completeness of the information and have it amended, as appropriate.

Principle 10: Challenging Compliance. We take your privacy seriously. If you have a complaint, you have the right to challenge our compliance with this Privacy Policy and these "Fair Information Principles" and should do so in writing addressed to our Privacy Officer. Upon verification of your identity, the Privacy Officer will act promptly to investigate your complaint and provide a report of the findings to you within 30 days. We will work to help resolve any complaints you may have with us, or any of the third parties we work with, regarding the use of your personal information.

If you remain unsatisfied, you can file a complaint with Canada's Privacy Commissioner. More information on your privacy rights and complaint handling is available on Canada's Privacy Commissioner's website, www.priv.gc.ca.