

PRIVACY STATEMENT

Jonathan Audette Professional Corporation believes that protecting your privacy is important. Our Policies have been designed to meet your needs and as well, they conform to The Personal Information Protection and Electronic Documents Act which is Federal legislation.

GENERAL

The Rules of Professional Conduct and related Council Interpretations of the various Provincial Institutes of Chartered Accountants require that partners and staff maintain the confidentiality of client and former client information, as well as the confidentiality of Firm information, except in rare and very specific circumstances.

The Rules of Professional Conduct of the various Provincial Institutes of Chartered Accountants also require that partners and staff not use confidential information for personal advantage, for the advantage of a third party or to the disadvantage of a client, former client or the Firm, unless consent has been obtained from the client, former client or the Firm.

Personal Information

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, income, ethnic origin, or blood type
- opinions, evaluations, comments, social status, or disciplinary actions
- employee files, credit records, loan records, medical records, existence of a dispute with a client, intentions (for example, to acquire goods or services, or change jobs)

Personal information does not include the name, title, business address or telephone number of an employee of an organization.

Jonathan Audette Professional Corporation collects personal information only for the following reasons:

- To provide the products or services that you have requested and maintain commercial relations with you;
- To understand your needs and recommend products and services accordingly;
- To manage our business which includes partnership and employment matters;
- To meet legal and regulatory requirements.

We will not use your personal information for any other reason without your consent.

Sharing of Information

We only share your information with third parties to assist in completing the above uses. Any third party's use must adhere to our privacy policies or be allowed by the legislation. Examples would be an outside

payroll service, an agent hired to perform a service for you, a collection agency, a law enforcement agency or emergency services.

We may share your information with third parties located in a foreign jurisdiction that may be available to a foreign government or its agencies under a lawful order made in that country. We will not use your personal information for any other reason without your consent, unless required by law.

Jonathan Audette Professional Corporation's policies are based on a model code for protection of personal information.

Identify the Purposes

We identify the purpose for collecting information before collecting it.

Obtain Consent

We will obtain consent before the collection of information.

Limit Collection

We will only collect the information we need for the stated purpose

Limit Use, Disclosure and Retention

We use information only for the purpose of collection unless we receive consent or are required by law.

We have policies as to how long the information is kept.

We have policies for the safe destruction of the information.

Be Accurate

We will use our best efforts to keep your information up to date.

Use Appropriate Safeguards

We have policies to safeguard your information against unauthorized access, disclosure, copying, use or modification.

Be Open

Our clients and employees are informed of our policies and practices for managing personal information.

Give Individuals Access

We will give individuals reasonable access to their information and correct any personal information if its accuracy and completeness is challenged and found to be deficient. There are limited exceptions to this which are set out in the legislation.

Contact Information

If you have any comments, questions, complaints, or wish to exercise your rights to access your personal information please contact us at:

Jonathan Audette Professional Corporation
24 Lindsay Court
Barrie, ON, L4M 6G5

If we do not resolve the issue to your satisfaction you may contact:

The Privacy Commissioner of Canada
112 Kent St
Ottawa, ON, K1A 1H3