

PRIVACY POLICY

www.accesswd.ca



ACCESS WINDOW AND DOOR DESIGN CENTRE LTD. (the "Corporation")

1.0 INTRODUCTION

1.1 Protecting the privacy and the confidentiality of personal information has always been fundamental to the way the Corporation conducts its affairs. The Corporation operates on the basis of a Privacy Policy and related procedures that guide the handling of the personal information collected. This privacy statement has been created to demonstrate the Corporation's firm commitment to protecting the privacy of its customers. Its policy and related procedures are consistent with the Canadian Standards Association Model Code for the Protection of Personal Information (herein "CSA Model Code") and applicable privacy legislation.

2.0 PRIVACY STATEMENT

2.1 This policy deals only with personal information handled by the Corporation. Personal information is information about an identifiable individual, excluding business contact information. The following explains how the Corporation handles personal information. The Corporation reserves the right to change this policy and it may be updated periodically. These changes may affect the use of personal information. Accordingly, please check for changes regularly.

3.0 ACCOUNTABILITY

3.1 The Corporation is accountable for all personal information under its control. The Corporation's Privacy Officer is designated as responsible for the privacy policy. The Privacy Officer can be reached as follows:

E-mail: info@accesswd.ca

Telephone: +1 (800)-249-1216

3.2 Any questions about the Corporation's handling of personal information should be directed to the Privacy Officer. In cases where the question concerns an access request, individuals must follow the request process described under Accuracy of and Access to Personal Information Collected.

4.0 PURPOSES FOR COLLECTION, USE, AND DISCLOSURE OF PERSONAL INFORMATION

4.1 The purpose for which the Corporation collects personal information will be identified at or before the time the information is collected. Personal information may be collected for such purposes as:

4.1.1 Providing services;

4.1.2 Operating, maintaining, and providing features and functionality to the Corporation's website;

4.1.3 Sending business-related notices, newsletters, and special offers;

4.1.4 Processing and administering the above or other purposes as necessary.

4.2 The Corporation will not use personal information for any other purpose than identified at or before the time of collection.

5.0 CONSENT

5.1 The Corporation seeks consent for all personal information it collects, uses, and discloses through information provided to individuals prior to collection, or at the time of collection.

5.2 If information is voluntarily provided, this is interpreted as consent to the collection, use and disclosure of personally identifiable information as described in this Privacy Policy. The Corporation will not use personal information for any purpose other than that for which consent has been provided. Should the Corporation require use of personal information for a new purpose, consent will be sought for such purpose.

6.0 LIMITS FOR COLLECTING, USING, DISCLOSING, AND KEEPING PERSONAL INFORMATION

6.1 The Corporation does not collect, use, or disclose personal information of individuals except as required by law or when individuals give consent and provide the information on a voluntary basis. There may be occasions where more specific personal information is necessary for the Corporation to proceed with a request for information or provide a service. In such cases, the Corporation will describe the information required. In all such cases, the Corporation limits the amount and type of information collected to only the personal information that is required to provide the individual with the requested information or service. The Corporation collects only information that is voluntarily provided by the individual and undertakes that such information will be kept strictly confidential.

6.2 The Corporation retains personal information only as long as is necessary to provide the individual with the requested service or information. In some cases, however, legal reporting or retention requirements necessitate that the Corporation retains information for a specific amount of time. In general, the Corporation retains personal information for a period not longer than 7 [seven] years, in secure storage.

6.3 The Corporation does not sell or trade any personal information with third parties. Information may be transferred to third parties where information processing is outsourced by the Corporation in the course of its activities or administrative procedures in specific cases. Where personal information is transferred to a service provider for processing, the Corporation requires service providers to respect this Privacy Policy. Service providers are restricted from using or disclosing personal information transferred to them for any purpose other than the provision of services to the Corporation.

6.4 Any personal information that the Corporation retains is kept in such a manner as to ensure its security and confidentiality at all times.

7.0 SAFEGUARDING PERSONAL INFORMATION

7.1 The Corporation respects the privacy of its customers, potential Website visitors, and Internet users and will protect that privacy as vigorously as possible. Personal information is stored in electronic and physical files that are secured with industry-standard techniques.

8.0 ACCURACY OF AND ACCESS TO PERSONAL INFORMATION COLLECTED

8.1 It is the responsibility of the customer to ensure that all personal information held by the Corporation is accurate, complete, current, and relevant as necessary for the identified purposes. At the written request of an individual, he or she may view or edit their personal information as collected by the Corporation. Requests should be emailed to the Privacy Officer at the email address provided above.

8.2 The Corporation makes readily available to individuals its Privacy Policy and related procedures for managing personal information. Customer access to the Privacy Policy and related procedures is provided on the Corporation's Website and in written form. Any questions about the handling of personal information by the Corporation can be raised with the Privacy Officer.

9.0 QUESTIONS

9.1 Any questions or comments about the Corporation's handling of personal information should be directed to the Privacy Officer.

10.0 USE OF THE CORPORATION WEBSITE

10.1 The Corporation believes that online privacy is important to the success of the Internet and electronic commerce in general and is strongly committed to each visitor's right to privacy. This statement sets forth the Corporation's Privacy Policy for its Website located at <http://www.accesswd.ca> and describes the practices that the Corporation follows in respect to the privacy of the users of this site. By accessing and using materials from this Website or sending or posting materials to it, you agree to the terms of this privacy commitment and to our practices to collect, use or disclose personal information as indicated above.

10.2 This Privacy Statement may be updated periodically to reflect enhancements to the Corporation's website that may affect the use of personal information. Accordingly, please check back periodically.