

Upper Canada Office Systems Privacy Policy

Upper Canada Office Systems Limited (Upper Canada) is providing this information to you in compliance with Bill C-6, (the Personal Information Protection and Electronic Documents Act., "PIPEDA") which governs the collection, use and disclosure of "personal information" in commercial activities.

Among the requirements imposed are requirements to :

- identify the purposes for which we collect, use and disclose personal information
- obtain consent to the collection, use and disclosure of and individual's personal information
- limit the collection , use, disclosure and retention of personal information to that which is necessary for the purpose identified
- provide access to personal information on file and where investigation proves necessary amend that information.

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

Purposes:

Upper Canada will identify the purpose for which it is collecting, using or disclosing personal information.

Among these are:

- credit approval, billing, collecting and servicing the customers account and equipment.
- credit adjudication by the Lessors and its funders and to enable the Lessor and its assignees to provide leasing services.
- assessment of our customers needs.
- external and internal audit purposes.
- to comply with legal requirements.
- exemptions will be made as detailed in "*the Act*".

Consent:

- in most cases consent will be express and indicated on our contracts and documentation
- in some instances consent may be implied. As an example, where information is requested and provided for a stated purposes, implied consent has been given.

Use and Retention:

- Upper Canada will only use or disclose the information for the purpose for which it is collected, unless the individual consents or the use or disclosure is authorized under the Act. We will only keep Personal Information as long as necessary to satisfy the purpose.

Access:

- Upon request, individuals will be informed of the existence, use and disclosure of his/her Personal Information. If after investigation, information proves to be inaccurate, Upper Canada will amend the Personal Information .

Compliance and Complaints:

- Questions, comments or complaints should be directed to the Controller at: 613 547-8070 x232 or gbelmore@uppercanadaos.com or by mail:

Controller

Upper Canada Office Systems

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