

## **THE SCHMITZ, ANDERSON & NIELSEN PRIVACY PROTECTION PLEDGE**

At Schmitz, Anderson & Nielsen, C.G.A.'s, we respect your privacy. That is why we have developed The Schmitz, Anderson & Nielsen Privacy Code of which the objective is to specify Schmitz, Anderson & Nielsen's guidelines for the collection, use and disclosure of your personal information.

The Schmitz, Anderson & Nielsen Privacy Code was developed to comply with the relevant portions of the *Personal Information Protection and Electronic Documents Act* (Canada). We have drafted The Schmitz, Anderson & Nielsen 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 Schmitz, Anderson & Nielsen 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 SCHMITZ, ANDERSON & NIELSEN CLIENT, Schmitz, Anderson & Nielsen may have collected some basic information about you. We respect your privacy, which is why we collect personal information only for the following purposes:

We gather and use personal information to provide you with the professional services you have requested.

### **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:

To enable us to comply with regulator requirements and to file statutory forms.

### **How do we protect your personal information?**

In order to protect your personal information, Schmitz, Anderson & Nielsen:

1. We will not collect, use or disclose your personal information for any purpose other than those identified above, except with your further consent;
2. We will protect your personal information with appropriate security safeguards;
3. We will protect the confidentiality of your personal information when dealing with other organizations;

4. We will strive to keep your personal information as accurate and up to date as is necessary for the purposes identified above; and
5. We 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 Schmitz, Anderson & Nielsen Privacy Officer at 250-562-4351 or via E-MAIL. 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 Schmitz, Anderson & Nielsen Privacy Code.

Please visit the Office of the Privacy Commissioner of Canada's web site at [www.privcom.gc.ca](http://www.privcom.gc.ca).