



Intralec Privacy Policy
Public Policy - Published August 15, 2005
PIPEDA

It is the policy of Intralec to act in the spirit of PIPEDA. A consumer's consent must be given for the request of any personal information. Our employees are required to state the following:

- The reason for collecting the information
- What we will do with the information
- The repercussions if the information is not given

Upon completion of any transaction, all personal information will be destroyed, with the exception of shipping documents and invoice information. These documents will be archived electronically on a secure computer, and/or in a filing cabinet with restricted access. Consumers will only be contacted in regards to the requested transaction. They will not be re-contacted without their consent. The information will not be shared with any third party without their consent.

Personal information from suppliers and customers, outside of standard business information, will require consent. All of this information will only be available to the management and supervisory staff. It will not be shared with any third party without consent. All personal information given shall be kept on a secure, password-protected computer. All other forms of this information will be destroyed after its' use.

Any inquiries or complaints, either internal or external, should be directed immediately to the Intralec Privacy Commissioner.

Murray Chamney
1200 Cardiff Blvd.
Mississauga ON
L5S 1P6
Phone: (905) 670-0970, ext. 304