

Privacy policy

Context

The Personal Information Protection Act (B.C.) (the "Act") governing the collection, use and disclosure of personal information applies to all British Columbia businesses as of January 1, 2004. Stylus LP. and all of its British Columbia based operations fall under this legislation.

Stylus LP's commitment to protecting your privacy

Technological growth has revolutionized the way individuals, corporations, and governments gather, use and disclose information. Emerging technologies require heightened vigilance in the collection, use and disclosure of personal information. Stylus LP is committed to protecting the confidentiality and privacy of personal information Stylus LP holds about its customers and other individuals with whom Stylus LP does business. This policy reflects that commitment.

What is personal information?

Personal information includes a wide variety of data. It is information that could be used to identify a specific individual. Examples include: name, address, gender, age, family status and social insurance and other personal identification numbers.

How does Stylus LP use personal information?

In the course of carrying out its business, Stylus LP holds personal information about its customers and other individuals. The way this information is used varies depending on the nature and sensitivity of the particular information. Recognizing that some of that information is personal, Stylus LP is committed to collecting, using and disclosing such information only for the appropriate purpose's for which it was gathered,

Collecting and using personal information

Stylus LP collects and uses personal information for purposes reasonably required in order for it to carry on business, including:

1. **To create and maintain an effective business relationship**

Stylus LP will collect basic information from its customers and other individuals with whom Stylus LP carries on business to confirm identity and related contact information. Additional information required is situation specific. For example, Stylus LP may collect bank and credit information for customers to set up accounts and facilitate billing, collections and customer service. References might also be collected for the purposes of credit, collections and dealing with emergencies. **Note: When applying on-line for a career opportunity or posted job you are agreeing to allow Stylus LP to contact your previous employers or personal references indicated on your resume.**

Disclosing personal information

Situations where Stylus LP may be required to disclose personal information about its customers or other individuals with whom Stylus LP does business are varied. Some examples include:

1. Stylus LP may disclose customer information to a related company, or third party agent, for the purpose of providing services to customers. One example is the disclosure of customer information to a third party for the purpose of administering Stylus LP's billing, collections and customer service. Such disclosure is done on a confidential basis, and Stylus LP requires the third party to which the information is disclosed to use that information only for the purposes for which it was initially collected and disclosed by Stylus LP. To the extent that Stylus LP discloses customer information to a related company or third party that is physically located outside Canada, that entity may also be required to comply with privacy or other laws that differ from those in Canada.
2. Stylus LP may disclose an individual's personal information to a person whom Stylus LP reasonably believes to be acting as the individual's agent for the purpose of gathering that information. For example, Stylus LP may disclose information to an individual's legal counsel if Stylus LP is satisfied that that person is seeking the information at the request of the individual.
3. Stylus LP may disclose information for the purpose of collecting on a debt obligation owing to Stylus LP.
4. Stylus LP may disclose personal information to a public authority, or its agent, if Stylus LP reasonably believes that the disclosure is required to preserve life or property from imminent danger, and it appears that the danger could be minimized or avoided by disclosing the information.
5. Stylus LP may disclose a customer's personal information to a third party to perform research on Stylus LP's behalf for customer service and business planning activities. Such disclosure is done on a confidential basis, and Stylus LP requires the third party to which the information is disclosed to use that information only for the purposes for which it was initially disclosed.
6. Stylus LP may disclose personal information to third parties in connection with a proposed sale of part or all of its business. In such case, Stylus LP will obtain the agreement of the third parties to protect the confidentiality of that information.
7. Stylus LP may disclose personal information for law enforcement purposes and to the extent required to comply with legal requirements or regulatory orders.

Stylus LP's commitment to personal information security

Stylus LP carries out its commitment to personal information security in several ways:

1. Stylus LP will limit the collection, use and disclosure of personal information to that reasonably required in order for Stylus LP to carry on its business. Some of the specific purposes for which Stylus LP will collect, use and disclose personal information are set out in this Privacy Policy. Other instances of permitted collection, use and disclosure of personal information are set out in the Act.
2. Stylus LP will ensure appropriate safeguards are in place to protect the personal information it has in its custody or control. This ranges from ensuring areas and documents are only accessible by authorized personnel on a need-to-know basis, to requiring employees to act according to the Stylus LP Code of Business Conduct to respect the privacy of the personal information they are exposed to in the work place.
3. Stylus LP will protect the confidential nature of personal information when dealing with other organizations, and Stylus LP will require them to meet the same standard as it does when dealing with information it has placed in their trust.
4. Stylus LP will honour any reasonable requests made to review and update your own personal information, and Stylus LP will take reasonable steps to process these requests in a timely manner. You can help in this respect, by keeping the personal information Stylus LP has about you as up to date as necessary, and by letting Stylus LP know about your requests and concerns in a prompt fashion. Stylus LP may charge you a nominal fee for processing your information requests.

Your options regarding personal information

Stylus LP will assume, unless we hear from you otherwise, that you wish Stylus LP to continue to collect, use and disclose your personal information in accordance with this Privacy Policy. Please note that you may withdraw or limit your consent to Stylus LP's collection, use, or disclosure of your personal information at any time, subject to any legal or contractual restrictions. Stylus LP will process and implement such requests within a reasonable amount of time. Note, however, that such requests may limit Stylus LP's ability to provide you with the optimal level of service or any service. Stylus LP will advise you if this is the case.