

Privacy Statement

The partners and staff of HVB Chartered Accountants Prof. Corp. (HVB) have always been, and continue to be, committed to protecting and maintaining the privacy of personal information provided to us by our clients. To this extent, we are pleased to provide you with this Privacy Statement, which sets out the principles and procedures we follow in meeting our privacy commitments to our clients, and complying with the requirements of federal and provincial privacy legislation.

1. Personal information in our possession or control

We are accountable for all personal information in our possession or control. This includes any information that we receive directly from clients who are individuals, or indirectly, through clients that are organizations (e.g., corporations, not-for-profit organizations, government entities, trusts). To ensure our accountability, we have kept informed of this Privacy Statement and our roles and responsibilities in keeping personal information private and confidential.

2. Purposes for collecting and retaining personal information

We collect personal information from clients only to provide professional services as engaged by the client. In the case of assurance engagements, such information is used to support our opinion on the financial information as requested. We collect such information, retain it in individual client folders, use it, and disclose it within the parameters outlined in this Privacy Statement and in our Engagement Letters.

3. Types of personal information we may collect

Personal information we collect may include, but is not limited to, the following: addresses, telephone and facsimile numbers, e-mail addresses, personal identification numbers (e.g., social insurance numbers, business numbers), financial information (e.g., credit ratings, payroll information, bank accounts, credit card numbers, liabilities, debts, investments), medical records (e.g., medical treatments received, medical expenses incurred), other (e.g., insurance, tenant information, personal assets, business assets, etc.). By engaging us to provide professional services, clients acknowledge their responsibility to obtain any consent required under applicable privacy legislation for collection, use and disclosure to us of personal information.

4. Retention of personal information

As required by professional standards and rules of professional conduct and regulation, we document the work performed in various record types. Records pertaining to clients are kept in individual client folders to prevent unauthorized review or access by anyone other than our personnel. Client records are retained for the time periods required by law and regulation and are regularly and systematically destroyed once they are no longer required.

5. Protection of personal information

Physical security is maintained over personal information stored in hard copy form. Authentication is used to prevent unauthorized access to personal information stored electronically.

6. Communication of personal information with our clients

We take the position that by providing any form of communication media (e.g., phone numbers, e-mail addresses, fax numbers, mailing addresses) to our office, our clients provide consent for the use of that media by our office to transfer personal information to and from them. We rely on our clients to identify to us if there is any particular communication media they do not want us to use to transfer personal information to and from our office.

7. Contact information in regards to the firm's Privacy Statement

Should you have any questions or concerns in regards to the firm's Privacy Statement, contact the firm's Privacy Officer at admin@hvb.ca, by phone to (306) 931.3080 or by fax to (306) 931.3966.