

# **PeaceWorks Computer Consulting Inc.**

## **Privacy Policy Policy Document P001**

### **A Comment about Privacy**

At PeaceWorks Computer Consulting Inc. (hereinafter PeaceWorks) we understand the importance of your data. It is our goal to protect your information from loss or harm. It is also our goal to keep your personal information secure.

As a service provider, we are placed into situations where our clients have to provide us with access to information, private or otherwise. It is the client's responsibility to have a Privacy Policy in place. At PeaceWorks we are willing, within reason, to work within your organization's Privacy Policy. Upon request, and again within reason, PeaceWorks' employees will agree to sign a client's Confidentiality Agreement. PeaceWorks' employees all work within the confines of PeaceWorks' Employee Confidentiality Agreement.

PeaceWorks' Privacy Policy has been implemented to ensure the security of private information that comes into our possession. Its purpose is to make our clients and our employees aware of the issues of privacy. We are committed to treating all of your data, private or otherwise, with the respect it deserves.

### **Accountability**

- Responsibility for the protection of personal information that comes under PeaceWorks control rests with the PeaceWorks Privacy Officer.
- PeaceWorks Privacy Officer will monitor compliance of this Privacy Policy.

### **Identifying Purposes**

- PeaceWorks will communicate the purposes for which personal information is collected, be it electronically, orally or in writing.

### **Consent**

- PeaceWorks will collect personal information only with the consent of the client or individual.

### **Limiting Collection**

- Collection of personal information is limited to that which is necessary for our identified purposes.

### **Limiting Use, Disclosure and Retention**

- PeaceWorks will not disclose personal information to any other third party without the client's consent.

- PeaceWorks will retain personal information only as long as necessary for the fulfillment of the identified purpose.
- Only PeaceWorks employees who require access to a client's personal information will have access to that information.

### **Accuracy**

- Within reason, PeaceWorks will ensure that personal information collected is current and accurate.

### **Safeguards**

- PeaceWorks is committed to the safekeeping of all of our clients' data. We have implemented appropriate backup and security measures to ensure the protection of personal information.

### **Openness**

- All of PeaceWorks privacy policies are available to our clients. Feel free to contact our Privacy Officer for information.

### **Individual Access**

- Upon request, clients will be informed of the existence, use, and disclosure of their personal information within 30 days.

### **Challenging Compliance**

- If you feel that PeaceWorks has in any way violated our Privacy Policy, please contact our Privacy Officer.