

# PRIVACY POLICY

## BONARCH SUPPLY CANADA LTD.

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As Required by the Personal Information Protection Electronic Documents Act (PIPEDA), this notice describes how information about you may be used and disclosed, and only to the extent necessary for the services we provide. We are committed to treating and using information about you responsibly.

This notice is in effect as of  
November 21, 2003.

It applies to all protected information as  
defined by the PIPEDA.

### HOW WE PROTECT PERSONAL INFORMATION

- Separate keys are used to open office, where only the doctors' name, address, telephone number, credit card number are stored and locked in a fire-proof filing cabinet.
- A password is required in order to open computer programs.
- A signed authorization is obtained from the doctor prior to processing credit card payment.
- A unique individual alarm code is required to enter and exit the office building. The security service records times, date and individual access.

### PERSONAL INFORMATION WE OBTAIN

- Name, address, and telephone number of the doctor in order to produce computer generated invoices and monthly statements.
- Credit card number and authorization to pay an account on a monthly basis or to process immediate payment.

### WHY WE REQUIRE AND HOW WE USE YOUR INFORMATION

- We need to know your name, address, and telephone number in order to ship product to your office via courier service.

### YOUR RIGHTS

You have the right to obtain a paper copy of this notice from our company. If you believe your privacy rights have been violated, you have the right to report to: **Therese Dinelle in the Accounting Department.** She will promptly investigate the matter. Please contact our office directly, fax or e-mail your message.

Alternatively, if you remain dissatisfied you also have the right to contact:

The Privacy Commissioner of Canada  
112 Kent Street  
Ottawa, ON  
K1A 1H3

Phone: 1-613-995-8210  
Toll Free: 1-800-282-1376  
Fax: 1-613-947-6850

Website: [www.privcom.gc.ca](http://www.privcom.gc.ca)  
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