



# Privacy Policy

**Last Updated:** October 23<sup>rd</sup>, 2023

## Purpose

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This is the Privacy Policy for Sieco-Tech Canada Inc. ("Sieco-Tech"), and articulates Sieco-Tech's policies for the collection, use and disclosure of personal information.

Sieco-Tech abides by applicable Canadian privacy legislation. More detailed information regarding specific situations may be found in our customer agreements or other documents.

## Information Collected

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Sieco-Tech collects information using various methods including information actively provided by our clients and those arising from the provision of our services.

The types of personal information we collect include customer contact information. In addition, Sieco-Tech may see personal information on customer systems while providing its services.

Knowledge and consent are obtained for the collection, use or disclosure of Personal Information except where required or permitted by law. Providing us with your Personal Information is always your choice. However, your decision not to provide certain information may limit our ability to provide you with our products or services. We will not require you to consent to the collection, use, or disclosure of information as a condition to the supply of a product or service, except as required to be able to supply the product or service.



## Usage of Information

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The information Sieco-Tech collects is used for the sole purpose of providing our services.

Sieco-Tech does not share personal information with any third parties except as disclosed in this Policy. Sieco-Tech may provide personal information to its consultants, subcontractors and professional advisers (which shall be bound by privacy obligations) to assist Sieco-Tech's uses disclosed herein.

The Personal Information collected will be limited to those details necessary for the purposes identified by us. With your consent, we may collect Personal Information from you in person, over the telephone or by corresponding with you via mail, facsimile, or the Internet.

More information can be obtained from our Privacy Officer.

## Accuracy

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Personal Information will be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

## Safeguarding Customer Information

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Personal Information will be protected by security measures that are appropriate to the sensitivity level of the information. We take all reasonable precautions to protect Personal Information from any loss or unauthorized use, access or disclosure.



## Access to Information

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Individuals may review their personal information contained in Sieco-Tech files by contacting the Sieco-Tech Privacy Officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

## Legislation

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Notwithstanding the general terms of this Policy, the collection, use, and disclosure of personal information may be made outside of the terms herein to the extent provided for in any applicable privacy or other legislation in effect from time to time, or pursuant to court orders.

## Contact Us

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You may direct any questions or enquiries with respect to our privacy policy or our practices by contacting: [privacy@siecotech.com](mailto:privacy@siecotech.com)