Policy HR009:	Privacy		
Effective:	August 01 2015	**Reviewed:**	August 01 2024
Next Review:	Aug 01 2025	**Approved by:**	Jean Cardinal

Purpose:

Protecting the privacy and confidentiality of personal information is an important aspect of the way Clean All Environmental Services Inc. conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to Clean All Environmental Services Inc.'s daily operations.

Clean All Environmental Services Inc. strives to protect and respect personal information of its customers, employees, and business partners in accordance with all applicable regional and federal laws. Each staff member of Clean All Environmental Services Inc. must abide by this organization's procedures and practices when handling personal information.

Scope:

This Privacy Policy applies to all personal information within Clean All Environmental Services Inc.'s possession and control.

Definitions:

Personal information is defined as any identifying information about an individual or group of individuals, including name, date of birth, address, phone number, e-mail address, social insurance/security number, nationality, gender, health history, financial data, credit card numbers, bank account numbers and payment records.

Business information is defined as business name, business address, business telephone number, name(s) of owner(s), executive officer(s), and director(s), job titles, business registration numbers, and financial status..

Implied consent occurs when an individual signs an application or other form containing personal information, thereby authorizing Clean All Environmental Services Inc. to collect, use, and disclose the individual's personal information for the purposes stated on the form or in this policy.

Policy Statement:

This Privacy Policy informs everyone of Clean All Environmental Services Inc.'s commitment to privacy and establishes the methods by which privacy is ensured.

Clean All Environmental Services Inc. collects and uses business information solely for the purpose of conducting business and reviewing demographics of its customers.

Clean All Environmental Services Inc. hereby asserts that personal information will only be used for the payroll and benefits purposes.

Clean All Environmental Services Inc. assumes full accountability for the personal information within its possession and control. This organization has appointed the HR Manager as custodian of all privacy matters and legal compliance with privacy laws.

Under no circumstances will Clean All Environmental Services Inc. sell, distribute, or otherwise disclose personal information or contact lists to third parties. However, limited disclosure may be required as part of Clean All Environmental Services Inc. fulfilling its stated business duties and day-to-day operations. This may include consultants, suppliers, or business partners of Clean All Environmental Services Inc., but only with the understanding that these parties obey and abide by this Privacy Policy, to the extent necessary of fulfilling their own business duties and day-to-day operations.

Clean All Environmental Services Inc. will retain personal information only for the duration it is needed for conducting business. Upon departure an employee's file will be archived for 6 years then will be destroyed in a safe and secure manner.

Clean All Environmental Services Inc. vows to protect personal information with the appropriate security measures, physical safeguards, and electronic precautions. Clean All Environmental Services Inc. maintains personal information through a combination of paper and electronic files. Where required by law or disaster recovery/business continuity policies, older records may be stored in a secure, offsite location.

- Access to personal information will be authorized only for the employees and other agents of Clean All Environmental Services Inc. who require the information to perform their job duties, and to those otherwise authorized by law.
- Clean All Environmental Services Inc.'s computer and network systems are secured by complex passwords. Only authorized individuals may access secure systems and databases.
- Active files are kept in locked filing cabinets.
- Routers and servers connected to the Internet are protected by a firewall, and are further protected by virus attacks by sufficient software solutions.

In most instances, Clean All Environmental Services Inc. will grant individuals access to their personal information upon appointment with the HR Manager. If an individual finds errors of fact with his/her personal information, please notify Human Resources as soon as possible to make the appropriate corrections.

Clean All Environmental Services Inc. may use personal information without the individual's consent under particular circumstances. These situations include, but are not limited to:

- Clean All Environmental Services Inc. is under obligation by law to disclose personal information in order to adhere to the requirements of an investigation of the contravention of a regional or federal, under the purview of the appropriate authorities.
- An emergency exists that threatens an individual's life, health, or personal security.