



THE ELITE FLEET COURIER

PRIVACY PROTECTION PLEDGE

At The Elite Fleet Courier, your privacy is respected. To this end we have developed The Elite Fleet Courier Privacy Code of which the objective is to specify The Elite Fleet Courier's guidelines for the collection, use and disclosure of your personal information.

The Elite Fleet Courier Privacy Code was developed to comply with the relevant portions of the *Personal Information Protection and Electronic Documents Act* (Canada). The Elite Fleet Courier Privacy Code has been drafted to facilitate our compliance with this new legislation and to demonstrate our commitment to protecting your personal information. We have also developed The Elite Fleet Courier Privacy Protection Pledge. We want you to understand the purposes for which we collect personal information. We also want to make certain that we have your consent to continue to collect, use and disclose your personal information for those purposes.

The following is a brief summary of our privacy practices:

Why do we need to collect your personal information?

If you are an Elite Fleet Courier client, Elite Fleet Courier may have collected some basic information about you. We respect your privacy, which is why we collect personal information only for the following purposes:

To assist us in the provision of our services.

When do we disclose personal information?

We do not disclose personal information about our clients to any outside agency or organization.

How do we protect your personal information?

In order to protect your personal information, The Elite Fleet Courier:

1. Will not collect, use or disclose your personal information for any purpose other than those identified above, except with your further consent;
2. Will protect your personal information with appropriate security safeguards;
3. Will protect the confidentiality of your personal information when dealing with other organizations;
4. Will strive to keep your personal information as accurate and up to date as is necessary for the purposes identified above; and
5. Will honor any request you may make for access to your personal information.

What are your choices?

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:

1. You may refuse to provide your personal information to us.
2. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit our ability to serve you. If you have any questions or concerns about our personal information management system, please contact the Elite Fleet Courier Privacy Officer at (403) 263-1247. Otherwise, we will assume that we have your consent to collect, use and disclose your personal information for the purposes identified above and in a manner consistent with The Elite Fleet Courier Privacy Code.

Implied Consent – when you provide personal information for a product or service. For example, you may provide us with your name and address in order for us to make a delivery to your home or office.

Express Consent - when you provide information in writing or as part of an application process. An example of this may be when you apply to set up an account with Elite Fleet Courier.

Please visit the Office of the Privacy Commissioner of Canada's web site at www.privcom.gc.ca.