



THE SILVACOM  
GROUP™  
DATA IS OUR CORE BUSINESS™

3825 - 93 ST NW  
Edmonton AB  
T6E 5K5  
Canada  
Phone: (780) 462-3238  
Fax: (780) 462-4726

# SILVACOM LTD. PRIVACY POLICY

**Effective Date: January 1, 2004**

Silvacom Ltd. (part of the Silvacom Group of Companies) is strongly committed to respecting the privacy of all visitors, customers and employees. Every measure necessary is taken to ensure that your information is protected.

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## COLLECTION OF PERSONAL IDENTIFIABLE INFORMATION

In the case of employment opportunities, personal information may be collected to assess the possibility of employment and to administer employment agreements.

Information collected by Silvacom Ltd. may be shared with related companies for the purposes of marketing and promotion. Silvacom Ltd. does not sell personal information to anyone. All personal information collected, used and disclosed is in accordance with this policy.

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## CONSENT

Your personal information will only be collected, used or disclosed with your permission. Your permission may be implied or expressed verbally, electronically, in writing or through your authorized representative.

You may withdraw your permission to collect, use and disclose your personal information at any time, subject to legal and contractual restrictions and reasonable notice.

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## THIRD PARTY

Although Silvacom Ltd. may provide information to service providers that handle information on our behalf, Silvacom Ltd. does not share your information with third parties unless otherwise disclosed at the point of collection.

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## PROTECTION OF PERSONAL INFORMATION

Access to your personal information is restricted to authorized personnel as required by job duties. In all cases Silvacom Ltd. will treat requests to access information or change information in accordance with applicable legal requirements.

Silvacom Ltd. will maintain appropriate safeguards and security procedures that reflect the types of documents, including electronic or paper records, organizational measures including security clearances and limiting access on a "need-to-know" basis, as well as technological measures such as the use of passwords and encryption.



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## ACCURACY

If notice is given that your personal information is inaccurate or incomplete, Silvacom Ltd. will make the necessary changes to correct the information retained in records.

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## HOW LONG WILL SILVACOM LTD. RETAIN THE INFORMATION

Personal information shall be retained only as long as necessary for the fulfillment of those purposes or service as required by law. When Silvacom Ltd. commissions the destruction of personal information, Silvacom Ltd. will use safeguards to prevent unauthorized parties from gaining access to the information during the process.

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## OPENNESS AND ACCESSIBILITY

Specific information about Silvacom Ltd. policies and practices relating to the management of personal information is made readily available to individuals in both print and electronic format. If you feel Silvacom Ltd. has not dealt with your request to your satisfaction, you can follow our complaint resolution procedures.

Silvacom Ltd. reserves the right to change this policy at any time. If Silvacom Ltd. decides to change its privacy policy, changes will be posted in the privacy policy found online at [www.silvacom.com](http://www.silvacom.com). Any changes made to the privacy policy will supersede previous versions of the policy once posted.

Should you have any questions about the Privacy Policy, you may contact the controller at (780) 462-3238.