



Privacy Statement

We respect your privacy. That is why we have developed the Privacy Code of which the objective is to specify our guidelines for the collection, use and disclosure of your personal information.

The Privacy Code was developed to comply with the relevant portions of the Personal Information Protection and Electronic Documents Act (PIPEDA). We have drafted the Privacy Code to facilitate our compliance with this new legislation and to demonstrate our commitment to protecting your personal information.

The purpose of this statement is to give you an understanding of 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 synopsis of our privacy practices:

Why do we need to collect your personal information?

We collect personal information for the purpose of providing professional services to you, to understand and assess your ongoing needs, for communication and administration purposes, and to meet legal and regulatory requirements.

When do we disclose personal information?

We will not use your personal information for a purpose not previously discussed or disclosed to you. Some examples of situations where your personal information may be disclosed are when providing professional services that involve discussion or correspondence with CRA, the Ministry of Small Business and Revenue, WCB, payroll service providers or collections agencies.

Situations may arise where we must disclose your personal information without your consent. This may occur in matters that involve our compliance with law enforcement agencies, government institutions or investigative bodies where we believe the information concerns a contravention of a federal or provincial law or we suspect the information relates to national security.

How do we protect your personal information?

In order to protect your personal information, we will:

- Not collect, use or disclose your personal information for any purpose other than those identified, except with your further consent;
- Protect your personal information with appropriate security safeguards;
- Protect the confidentiality of your personal information when dealing with other organizations;
- Strive to keep your personal information as accurate and up to date as is necessary for the purposes identified above; and
- Honour 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:

- You may refuse to provide your personal information to us.
- 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 Privacy Officer at 604.434.6620 or at gloria@munrocga.com. 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 Privacy Code.

For further information about PIPEDA, visit the Office of the Privacy Commissioner of Canada's web site at www.privcom.gc.ca.

This information is current to February 2016. It is of a general nature and is not intended to address the specific circumstances of a particular individual. You should not act on this information without appropriate professional advice after thorough examination of a particular situation. E&OE