



115 Nebo Road, Hamilton, Ontario L8W 2E1
P: (905) 574-5050 · F: (905) 574-8066 · W: www.bailiffsolutions.ca

Bailiff Solutions Inc. Privacy Policy

Our Commitment to Privacy:

Bailiff Solutions Inc. recognizes the importance of privacy and sensitively of personal information. As bailiffs we have a professional obligations to keep confidential all information we receive within or on behalf of the bailiff- client relationship and these obligations are governed, in part, by the Bailiffs Act. This Privacy Policy outlines how we manage your personal information and safeguard your privacy.

About PIPEDA

PIPEDA (Personal Information Protection and Electronic Documents Act) is Federal Legislation that applies to all business in Canada, effective January 1, 2004. The Act requires our company to collect, use and discloses an individual's personal information only with the knowledge and consent of that individual. There are some very limited exceptions, including the use of information for the purpose of collecting a debt owed by an individual to your organization. Personal information is very widely defined and includes name, address, telephone number, date of birth, SIN, email address, banking information and others. Employees are also covered by the PIPEDA. Failure to comply with the Act can lead to a complaint to the Privacy Commissioner of Canada. This can lead to orders that includes Public Disclosure of your lack of compliance as well as fines of up to \$100,000.00

Further information regarding PIPEDA is available through the website of the Privacy Commissioner www.priv.gc.ca

Definition of Personal Information

Personal Information is any information that identifies you, or by which your identity could be inferred or determined from information.

The Collection, Use and Disclosure of Personal Information

Bailiff Solutions Inc. only collects information from individuals or organizations as is required for the purpose of providing services or information to them. We do not sell, trade, barter or exchange for consideration any personal information we obtain. Unless permitted by law, no personal information is collected about an individual, without obtaining a consent of the individual to the collection, use and dissemination of that information.

We use personal information to provide bailiff services to our clients only, to administer our time and billing databases.



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Disclosure of Your Personal Information

Under certain circumstance Bailiff Solutions Inc. may disclose your personal information:

- When we are required by law to do so; if a court action arises from actions we undertook on your behalf.
- You have consented to the disclosure.
- When services we are providing require us to give your information to third parties your consent will be implied, unless you tell us otherwise.
- Where it is necessary to collection money owing
- If we engage a third party to provide administrative services to us and the third party is bound by our privacy policy
- If we retain other bailiff firms in other jurisdictions
- If the information is already in the public domain

Our Website

Our website may be linked to other web sites on the Internet which are not under the control of or maintained by Bailiff Solutions Inc. Such links do not constitute an endorsement by Bailiff Solutions Inc. of those other web sites, the content displayed therein, or the persons or entities associated therewith. We are not responsible for the privacy practices or the content of those other web sites. On our web site, like most other commercial web sites we may monitor traffic patterns, site usage and related site information in order to optimize our web service. We may provide aggregated information to third parties, but these statistics do not include any identifiable personal information.

Changes to This Policy

Bailiff Solutions Inc. reserves the right to change this Privacy Policy. Any changes will be made available within this Privacy Policy. We encourage you to review this Privacy Policy regularly for any changes as your continued use our website and services will be subject to the then-current privacy policy.

If you have questions or comments regarding our privacy practices, please contact us.