

# Privacy Statement

This Statement outlines the Privacy Policy for K-W Electronic Service Inc. and its subsidiary, KWE Technologies Group (herein cumulatively referred to as KWE), in particular the collection of information, how it is securely retained, with whom it is shared and how you may access the information.

## **Privacy Policy**

KWE is committed to keeping confidential and secure all information that is obtained from KWE associates, KWE employees, customers and/or any other third party.

## **Collection of Information**

KWE only collects information which you actively provide to KWE and which you ask KWE to retain. By using the KWE website, you consent to the collection and retention of your information in accordance with this policy.

## **Use of Information**

Any collected information is used exclusively for KWE marketing programs and/or internal KWE purposes, unless you ask us to use your information otherwise. We share information only with the employees who are responsible to assist you. KWE employees who are authorized to access your personal information have signed and are bound by a Confidentiality Agreement. All KWE employees are bound by a confidentiality clause. We only share information with other parties if necessary to provide a service to you or where required by law.

## **Securing Your Information**

Your information will be stored electronically or in hard copy and may be accessed by authorized staff only. Authorized KWE employees may only access the information when logging onto a database that is secured by password. Any hard copies of your information will be kept under lock. Your information will be removed from the KWE database as soon as you expressly ask for its removal.

## **Accessing Your Information**

To access, change or delete your information, please contact our Office Manager, Dana Radulescu, at [dana@kwe-tech.com](mailto:dana@kwe-tech.com) or call 519-747-5042.

**Disclaimer**

KWE is unable to guarantee that information conveyed over the Internet is entirely safe from access by third parties, be it due to a virus, identity theft or other unauthorized or illegal means. KWE will not be liable for any damage resulting from such access of information. KWE may provide links to other websites, however we are not responsible for content, security and privacy on other websites.

**Policy Changes**

KWE reserves the right to update this Policy from time to time to reflect feedback and changes in internal processes and/or legislation. This Policy was last updated on December 9, 2008.

**Contact**

If you have any questions, comments or concerns, please contact us at [info@kwe-tech.ca](mailto:info@kwe-tech.ca) or call 519-747-5042.

You can also view the Personal Information Protection and Electronic Documents Act at [http://privcom.gc.ca/information/guide\\_e.asp](http://privcom.gc.ca/information/guide_e.asp)