

INTRODUCTION

Amador Business Computers Inc. (Amador) is committed to protecting your privacy and the confidentiality of your personal information. In order to comply with privacy legislation, we have developed this Privacy Policy. Any personally identifiable information about a client* is considered personal information (“Personal Information”) and will be treated in accordance with this Privacy Policy.

IDENTIFIED PURPOSES

AMADOR only collects, uses and discloses Personal Information for the following purposes:

- Administering your account(s);
- Establishing and maintaining communications with you;
- Verifying your identity;
- Complying with the law or the requests of law enforcement agencies or regulators; and
- Notifying you or allowing our affiliated companies to notify you of certain products or services offered by our affiliated companies.

CHALLENGING

If you are not satisfied with Amador’s response to a privacy related inquiry or complaint, you may contact the *Office of the Privacy Commissioner of Canada* during business hours at 1-800-282-1376 or visit their Website at www.privcom.gc.ca.

CONSENT

Your knowledge and consent of AMADOR’s collection, use and disclosure of your Personal Information is critical. We rely on the following

* In this policy “client,” “you” or “your” includes any individual who has requested, applied for or been supplied with products and services by AMADOR. Including any other individual for whom the client has acted as agent, guardian or representative.

actions by you as indications of your consent to our existing and future Personal Information practices:

- Your voluntary provision of Personal Information directly to AMADOR or through a third party for the purpose of acquiring particular services or products (including information previously provided to AMADOR);
- Your express consent or acknowledgement contained within a written, verbal or electronic application process; Your receipt of this Privacy Policy, until you notify AMADOR of a withdrawal of this consent; or
- Your consent given through your authorized representative such as a legal guardian, agent or holder of a power of attorney.

Subject to certain legal or contractual restrictions and reasonable notice, you may withdraw this consent at any time. AMADOR will inform you of the consequences of withdrawing your consent.

In some cases, refusing to provide certain Personal Information or withdrawing consent for AMADOR to collect, use or disclose your Personal Information could mean that we cannot provide you with requested products, services or information. If you wish to withdraw your consent to be notified of marketing initiatives by us or our affiliates for products or services, please call us at (780) 483-2727

LIMITING COLLECTION AND RETENTION OF PERSONAL INFORMATION

AMADOR will only collect, use or disclose Personal Information that is necessary for the Identified Purposes or as required by law. If we require Personal Information for any other purpose, you will be notified of the new purpose, and subject to your consent, that new purposes

will become an Identified Purpose. AMADOR will only collect Personal Information by fair and lawful means. We will retain Personal Information only as long as necessary for the fulfillment of the Identified Purposes.

ACCURACY

AMADOR will maintain your Personal Information as accurate, complete and up-to-date as is necessary for the Identified Purposes.

SAFEGUARDS

AMADOR will protect your Personal Information by security safeguards appropriate to the sensitivity of the information. Safeguards will vary depending on the sensitivity, format, location, and storage of the Personal Information.

ACCOUNTABILITY, OPENNESS AND CUSTOMER ACCESS

AMADOR is responsible for all Personal Information under its control and has designated a Privacy Officer who is accountable to Senior Management for AMADOR’s compliance with this Privacy Policy.

A copy of this Privacy Policy (and any future updates) can be obtained from our Website at www.amadorgroup.com. If you have any questions about this Privacy Policy or your Personal Information, please call us at (780) 483-2727. When you call us, we may confirm your identity by asking you to confirm certain Personal Information and you may be directed to send us certain requests in writing.