

## The Marco Corporation Privacy Policy

The Marco Corporation is committed to protecting the privacy of our employees' and clients' confidential information. The objective of our Privacy Policy is to promote responsible and transparent practices in the handling of personal and proprietary business information.

PIPEDA (Personal Information Protection and Electronic Documents Act) regulates how companies can collect, use and disclose personal information and is built around ten principles for privacy protection:

- accountability of the party dealing with personal information
- identifying purposes for collection, use and disclosure of information
- consent to collection, use or disclosure of information
- limiting collection
- limiting use, retention and disclosure
- ensuring accuracy
- implementing safeguards
- openness
- giving individuals access
- implementing procedures for challenging compliance

These ten principles collectively provide the basis for The Marco Corporation's Privacy Policy. The policy applies to the handling and management of information in oral, written and electronic formats.

Each employee of The Marco Corporation is responsible for maintaining the confidentiality of any personal or business information to which he or she may have access. As a condition of employment, all employees are required to sign a confidentiality agreement binding them to this responsibility.

Some of the procedures and systems designed to protect information from error, loss and unauthorized access are as follows:

- a strict code of conduct for information handling, storage and use practices
- a confidentiality agreement signed by all employees and contractors of the Company
- strict monitoring of access to consumer file information stored at Marco on behalf of our clients
- a service agreement with clients that addresses our mutual obligations to confidentiality and to consumer information security.

We keep information only as long as it is needed; for the purpose for which it was collected; and dispose of it in a responsible and ethical manner. We monitor compliance with the applicable privacy legislation and with the guidelines outlined in the Canadian Marketing Association's Code of Ethics.

The Marco Corporation takes its responsibility to protect personal and proprietary business information very seriously. If you require additional information on our privacy policy, please contact our Privacy Officer at [privacy@themarccorporation.com](mailto:privacy@themarccorporation.com)