

## **PRIVACY STATEMENT**

Dashwood Industries Inc. believes that it is important for you to know how we treat your personal information. We understand the importance of protecting your personal information and as a result have developed a Privacy Policy to explain the types of personal information we collect, why we collect it and how we handle that information.

The types of information collected may include business name, address, phone number, owner information, financial information, project information and supplier information, all of which are used to confirm who you are, establish a customer database, to fulfill legal and legitimate business requirements and to protect the interests of Dashwood Industries.

Records will be retained as long as necessary, including updating the information as required by law.

All information is stored in locked cabinets with restricted access to those persons whose job responsibilities require them to have access. We have developed and will continue to enhance security procedures to safeguard and protect personal information against unauthorized access, disclosure, inappropriate alteration and misuse.

When we destroy the personal information, we will use safeguards to prevent unauthorized parties from gaining access to the information during the process.

You have a right to ask what personal information about you we hold and to see that information, as provided by law. You also have the right to know how we collected that information, how we are using it and to whom it may have been disclosed.

You will be issued a document by Dashwood Industries, along with a copy of our Privacy Policy, which must be signed by you, expressing your consent for use of requested personal information.

Any inquiries, questions, or complaints regarding Dashwood's Privacy Policy or practices should be directed to the Chief Privacy Officer at 1-800-265-4284 or via mail at 28648 Centre Rd. Strathroy, Ontario N7G 3H6.