

## AeroTek Privacy Policy

### Our Commitment to Privacy

Protecting the privacy and confidentiality of personal information and other information identified as confidential information (eg. drawings) (hereinafter referred to as Confidential Information) is an important aspect of how AeroTek conducts its business. Collecting, using, and disclosing such Confidential Information in an appropriate, responsible, and ethical manner is fundamental to AeroTek's ethics, attitude and daily operations.

AeroTek strives to protect and respect the Confidential Information of its customers, employees, business partners and all stakeholders, in accordance with all applicable regional and federal laws. Each AeroTek staff member must abide by this organization's procedures and practices when handling such Confidential Information.

#### Applicability

This Privacy Policy informs everyone of AeroTek's commitment to privacy and establishes the methods by which privacy is ensured. This Privacy Policy applies to all Confidential Information within AeroTek's possession and control.

Confidential Information is defined as any identifying information about an individual or group of individuals, including name, date of birth, address, phone number, e-mail address, social insurance/security number, nationality, gender, health history, financial data, credit card numbers, bank account numbers, assets, debts, liabilities, payment records, credit records, loan records, opinions, and personal views; and, any confidential information identified as such and provided by any individual or corporation or organization.

Business information refers to: business name, business address, business telephone number, name(s) of owner(s), executive officer(s), and director(s), job titles, business registration numbers, and financial status. Business information is treated and handled with the same level of confidentiality, privacy, and respect as Confidential Information.

Consent occurs and is obtained when an individual signs an application or other form containing Confidential Information, thereby authorizing AeroTek to collect, use, and disclose the Confidential Information for the purposes stated on the form or in the Appropriate Use section of this policy.

- Implied consent is granted by the individual when he/she signs an application, form or agrees to the terms of use on a website. This allows AeroTek to obtain or verify information from third parties (such as banks, credit bureaus, lenders, or insurance companies) in the process of assessing the eligibility of an individual, customer, client, job applicant, or business partner.

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## Appropriate Use

AeroTek collects and uses Confidential Information solely for the purpose of conducting business and developing an understanding of its customers. AeroTek hereby asserts that Confidential Information will only be used for the following purposes:

1. For the purpose for which the Confidential Information was provided to AeroTek (eg. job application, request for quotation).
2. For the purposes of improving AeroTek's product &/or service offering to its customers.

## Policy Statements

1. AeroTek assumes full accountability for the Confidential Information within its possession and control. This organization has appointed the General Manager as custodian of all privacy matters and legal compliance with privacy laws.
2. AeroTek obtains Confidential Information directly from the individual or organization to which the information belongs. Individuals and organizations are entitled to know how AeroTek uses Confidential Information and AeroTek will limit the use of any Confidential Information collected only to what is needed for those stated purposes. AeroTek will obtain the appropriate individual or organization's consent if Confidential Information is to be used for any other purpose. AeroTek will not use that information without the consent of the individual or organization, as appropriate.
3. Under no circumstances will AeroTek sell, distribute, or otherwise disclose Confidential Information or contact lists to third parties. However, limited disclosure may be required as part of AeroTek fulfilling its stated business duties and day-to-day operations. This may include consultants, suppliers, or business partners of AeroTek, but only with the understanding that these parties obey and abide by this Privacy Policy, to the extent necessary for fulfilling their own business duties and day-to-day operations.
4. AeroTek will retain Confidential Information only for the duration it is needed for conducting business. Once Confidential Information is no longer required, it will be destroyed in a safe and secure manner. However, certain laws may require that certain Confidential Information be kept for a specified amount of time. Where this is the case, the law will supersede this policy.
5. AeroTek vows to protect Confidential Information with the appropriate security measures, physical safeguards, and electronic precautions. AeroTek maintains Confidential Information

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through a combination of paper and electronic files. Where required by law or disaster recovery/business continuity policies, older records may be stored in a secure, offsite location.

- Access to Confidential Information will be authorized only for the employees and other agents of AeroTek who require the information to perform their job duties, and to those otherwise authorized by law.
  - AeroTek's computer and network systems are secured by complex passwords. Only authorized individuals may access secure systems and databases.
  - Routers and servers connected to the Internet are protected by a firewall, and are further protected by virus attacks or "snooping" by sufficient software solutions.
  - Confidential Information is not transferred to volunteers, summer students, interns, or other non-paid staff by e-mail or any other electronic format.
6. AeroTek's Web site will include our privacy policy and disclose our Confidential Information practices.
7. AeroTek may use Confidential Information without the individual's consent under particular circumstances. These situations include, but are not limited to:
- AeroTek is under obligation by law to disclose Confidential Information to adhere to the requirements of an investigation of the contravention of a regional or federal law, under the purview of the appropriate authorities.
  - An emergency exists that threatens an individual's life, health, or personal security.
  - The Confidential Information is for in-house statistical study or research.
  - The Confidential Information is already publicly available.
  - Disclosure is required to investigate a breach of contract.

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## Conclusion

Any questions or concerns regarding this Website Privacy Policy can be addressed by contacting us at AeroTek's main telephone number, 905-666-3400, fax number, 905-666-3413 or via our website at [www.aerotekmfg.com](http://www.aerotekmfg.com). AeroTek will investigate and respond to concerns about any aspect of the handling of Confidential Information. This organization will address concerns to the best of its abilities.

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