

## **THE SHANNON & STEWART, CGAs PRIVACY PROTECTION PLEDGE**

At Shannon & Stewart, CGAs, we respect your privacy. That is why we have developed The Shannon & Stewart, CGAs Privacy Code of which the objective is to specify Shannon & Stewart, CGAs' guidelines for the collection, use and disclosure of your personal information.

The Shannon & Stewart, CGAs Privacy Code was developed to comply with the relevant portions of the *Personal Information Protection and Electronic Documents Act* (Canada). We have drafted The Shannon & Stewart, CGAs Privacy Code to facilitate our compliance with this new legislation and to demonstrate our commitment to protecting your personal information.

We have also developed The Shannon & Stewart, CGAs Privacy Protection Pledge. We want you to understand the purposes for which we collect personal information. We also want to make certain that we have your consent to continue to collect, use and disclose your personal information for those purposes.

The following is a brief synopsis of our privacy practices:

### **Why do we need to collect your personal information?**

If you are a Shannon & Stewart, CGAs client, Shannon & Stewart, CGAs may have collected some basic information about you. We respect your privacy, which is why we collect personal information only for the following purposes:

- We collect personal information from our clients to enable us to provide professional advice and services as set out in a formal engagement letter.
- Consistent with our firm services we utilize this information to advise clients on their business practices, corporate structure, asset mix, tax planning, compliance services including numerous financial statement reporting engagements, liability provisions and risk management.
- We may also collect personal information pertaining to individuals or shareholders, employees or directors of corporations to allow us to provide personal tax planning and compliance services if set out in a separate engagement letter. We may also require this information for regulatory purposes with respect to providing shareholder information on corporate taxation returns. This information also enables us to properly plan, review and analyze both corporate and shareholder requirements and relationships for purposes of advisory and tax planning services.
- Personal information that we have obtained as a result of specific requirements pertaining to engagements may also be used for purposes of sending tax updates, newsletters or information specific to seminars for which the client may have previously requested.

### **When do we disclose personal information?**

There is a variety of circumstances where we may need to disclose some personal information about our clients. We may be required to disclose personal information:

- As required by applicable law (IE: compulsion by court order).
- To defend ourselves as a result of a claim made against our firm.
- To service providers in circumstances where we remain in control of the information (IE: when outsourcing for specialized tax, legal or IT advice).
- To professional regulatory bodies (IE: when our professional association reviews our firm policies and files as is required by the codes governing our profession).

## **How do we protect your personal information?**

In order to protect your personal information, Shannon & Stewart, CGAs:

1. will not collect, use or disclose your personal information for any purpose other than those identified above, except with your further consent;
2. will protect your personal information with appropriate security safeguards;
3. will protect the confidentiality of your personal information when dealing with other organizations;
4. will strive to keep your personal information as accurate and up to date as is necessary for the purposes identified above; and
5. will honour any request you may make for access to your personal information.

## **What are your choices?**

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:

1. You may refuse to provide your personal information to us.
2. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice.

However, in either case, this may limit our ability to serve you.

If you have any questions or concerns about our personal information management system, please contact the Shannon & Stewart, CGAs Privacy Officer at 604-982-7055 or via email at [cstewart@sscga.ca](mailto:cstewart@sscga.ca). Otherwise, we will assume that we have your consent to collect, use and disclose your personal information for the purposes identified above and in a manner consistent with The Shannon & Stewart, CGAs Privacy Code.

Please visit the Office of the Privacy Commissioner of Canada's web site at <http://www.privcom.gc.ca/>.