

PRIVACY POLICY

Your Privacy is important to Lyle & Associates, and the purpose of this message is to tell you what personal information we collect about you, how we use it, whether we disclose it to anyone else, how long we keep it and how you can request access to your personal information or obtain more information about Lyle & Associate's privacy policies.

Personal Information: Personal information means any information about an individual, by which that individual could be identified. It does not include contact information. * Definition: Contact information means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or Fax number of an individual.

Accountability:

We are responsible for the personal information under our control and Elizabeth Lyle MBA, CHRP has been designated as Privacy Officer for Lyle & Associates Labour Consultants. She is responsible for compliance with this policy and with the requirements of the Personal Information Protection Act and the Personal Information Protection and Electronic Documents Act. If you wish to contact Elizabeth Lyle you can do one of the following:

- by telephone at 250-746-4611
- by Facsimile at 250-746-4909
- by email at eglyle@telus.net
- by mail at 300–394 Duncan Street, Duncan BC V9L 3W4

What Personal Information do we collect?

If you:

1. Apply for a job with one of our clients (applies to the Mining division.
2. Are engaged in a dispute with one of our clients
3. Are engaged in mediation with one of our clients
4. Apply to us for assistance in filing an Employment Standards, Human Rights or Labour Relations complaint.

We may collect some or all of the following personal information.

- name, home address and home telephone number
- email address
- any other pertinent information that you provide to us on a voluntary basis in order to achieve a solution to your issue or complaint.

Note: You have the right to refuse to divulge any personal information to us if you do not wish to do so.

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The Security of your Personal Information is Important to Us:

Your personal information is used by us only for the purposes outlined above and access to your personal information is limited to those employees, clients and government officials, (as required by law) who have a legitimate need to access it.

How long do we keep your Personal Information?

We retain your personal information for as long as it is required to successfully conclude situation for which it was given and/or requested. Or as long as the requirements of the Personal Information Protection Act or the Personal Information and Electronic Documents Act require. Your information is kept secure while it is in our possession and is disposed of in a secure manner when we no longer have a need or requirement to keep it.

You can Request Access to Your Personal Information:

You have the right to access the personal information we have about you and to request that personal information which you believe to be inaccurate be corrected. If you wish to access your personal information you should contact our Privacy Officer who will be pleased to assist you.