



Privacy Policy

Purpose

This Privacy Policy is designed to comply with applicable privacy legislation in Canada. It is also designed to help individuals understand how their personal information is managed at Shea Bros. Drainage.

Scope

Those individuals protected by this Privacy Policy include employees, sub-contractors customers and prospective customers. This Privacy Policy applies only to information collected during the course of commercial activities.

Exceptions

If the policies and procedures outlined in this document do not address a specific situation, individuals are expected to contact Shea Bros. Drainage's Privacy Officer for guidance or clarification.

The Principles

Our Privacy Policy is designed to comply with applicable privacy legislation in Canada. It incorporates the following 10 principles:

1. Accountability
2. Identifying Purpose
3. Consent
4. Limiting Collection
5. Limiting Use, Disclosure and Retention
6. Accuracy of Personal Information
7. Safeguarding Personal Information
8. Openness
9. Access to Personal Information
10. Challenging Compliance



Privacy Policy

If we change our Privacy Policy in the future, those changes will be included in updates to our official Privacy Policy, wherever it is made available. Thus, you will always know what information we collect, how we use it and how we protect it. When personal information that has been collected is to be used for a purpose not previously identified, the new purpose will be identified to you prior to use.

Accountability

Shea Bros. Drainage is responsible for maintaining and protecting the personal information under its control. Accountability for this function within our organization is held by:

Privacy Officer
Shea Bros. Drainage
5085 Walker Road
Windsor ON N9A 6J3
office@sheabros.com

Identifying Purpose

Shea Bros. Drainage will identify to an individual the purposes for which personal information is collected at or before the time the information is collected. Generally, Shea Bros. Drainage collects personal information for the following purposes:

- to manage and develop Shea Bros. Drainage's business and operations, including personnel and employment matters; and
- to meet legal and regulatory requirements.

However, there may be other circumstances that require such information to be collected and used.

Shea Bros. Drainage collects personal information from individuals during the course of normal commercial activities. The information obtained includes name, business title, rank, function and general contact information, levels of interest for our services and transaction activity with Shea Bros. Drainage.



Privacy Policy

This information is used primarily for the purposes of record keeping such as:

Accounts payable, accounts receivable, project estimates, tender documents, employee records

An individual's knowledge and consent are required before Shea Bros. Drainage is allowed to collect, use or disclose his or her personal information, except where inappropriate. Where possible, Shea Bros. Drainage will obtain consent directly from the individual concerned at the time of collection. After having provided consent, an individual has the right to withdraw consent at any time by providing reasonable notice to Shea Bros. Drainage's Privacy Officer.

Shea Bros. Drainage will not require you to consent to the collection, use or disclosure of personal information beyond that required to provide our products or services to you. If you wish to withdraw your consent or to opt out of the uses or disclosures of your information for the purposes identified in this Privacy Policy, you may do so by contacting our Privacy Officer. If your request requires that we delete your registration information, we will no longer be able to provide you with the services or products for which you have subscribed. Cancellation will be subject to the terms and conditions of the subscription or services provided, as applicable.

In limited circumstances, Shea Bros. Drainage may use or disclose personal information without the knowledge or consent of the individual, for example, for purposes of debt collection, breaches of agreements, as required by governmental bodies acting with authority, or as authorized or required by applicable legislation.

Limiting Collection

Shea Bros. Drainage collects only the information that is necessary for the purposes outlined in this Privacy Policy.



Privacy Policy

Limiting Use, Disclosure and Retention

Shea Bros. Drainage does not use personal information for purposes other than those for which it was collected, except with an individual's consent or as required by law. Once personal information is no longer required to fulfill the identified purposes or other legal requirements, it will be destroyed, deleted or made anonymous.

Shea Bros. Drainage sometimes uses the services of external firms to assist us in communicating with individuals (e.g., surveys and mail distribution) or as a means of providing more effective and efficient services to these individuals. Our external suppliers are contractually obligated to keep the information confidential, to use the information only for the purpose requested and to destroy the information when it is no longer required.

Customer information is shared with external service providers only to the extent required for the provision of such services. Furthermore, Shea Bros. Drainage does not sell personal information to a third-party organization. Personal information is retained only as long as necessary for the fulfillment of the purposes stated in this policy.



Privacy Policy

Accuracy of Personal Information

Personal information is kept as accurate, complete and up to date as necessary for the purposes for which it is to be used. Individuals are encouraged to provide updates to their personal information as changes occur, to enable us to continue to provide services to them.

The personal information of customers can be reviewed and modified either directly on-line or by contacting our Web site administrator.

Web Services

Shea Bros. Drainage

5085 Walker Road

Windsor ON N9A 6J3

webmaster@sheabros.com

Safeguarding Personal Information

Personal information, whatever its form, will be protected by security safeguards appropriate to the sensitivity of the information. The safeguards will protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. The measures of protection include:

physical measures, for example, locking filing cabinets and restricted access to offices;

organizational measures, for example, security passes and limiting access to the personal information on a “need-to-know” basis;

technological measures, for example, the use of passwords and encryption; and

procedural measures, for example, the shredding of sensitive personal information.



Privacy Policy

Openness

Shea Bros. Drainage is committed to being open about its policies and practices with respect to the handling of personal information. Our Privacy Policy is available through our home page at www.sheabros.com. If a hard copy or additional information is required, requests for such information may be made to the Privacy Officer.

Access to Personal Information

Individuals may request a copy of their personal information held at Shea Bros. Drainage by submitting a written request to the Privacy Officer at the address above. Acceptable proof of identification is required before such information is given out. If you feel the information we have about you is inaccurate, you may request that it be reviewed and, if inaccurate, changed, by contacting the Privacy Officer.

Challenging Compliance

An individual can challenge compliance with the above policy by providing written details of the challenge to the Privacy Officer.