



The Puratone Corporation respects your privacy and we are committed to protecting it. This privacy policy explains our policies and practices regarding customer information, including why we collect customer information, how we use and safeguard it, and how you can contact us to access your customer information or if you have any questions or concerns about our privacy practices. Please take the time to read this privacy policy. By using this site, you agree to our Privacy Policy. If you do not agree with our Privacy Policy, please do not provide us with any personal information.

When you visit our website, we do not collect any personally identifiable information about you unless you provide it to us. All the information on our site is available for you to review without providing us with any personal information.

Effective Date and Revisions

Occasionally we may update this Privacy Policy to reflect changes to our privacy practices. You may determine when this policy was last updated by referring to the modification date at the bottom of the policy.

Last Modified: May 2005

Protection Of Personal Information Policy

The Puratone Corporation has adopted the following Policy for the protection of Personal Information of its customers and employees, effective January 01 2004.

The following ten interrelated privacy principles are derived from the Code specified in the *Personal Information Protection and Electronic Documents Act* and form the basis of the Code:

1. **Accountability** – The Corporation is responsible for personal information under its control and has designated a Privacy Officer who is accountable for the Company's compliance with the principles of the Code. The Corporation will protect all personal information held by the organization or transferred to a third party for processing
2. **Identifying Purposes** – The purposes for which personal information is collected shall be identified by the company at or before the time the

information is collected. The Corporation will document why the information is collected and inform individuals from whom it collects information why it is needed and will identify any new purpose for the information and obtain the individual's consent before using it.

- 3. Consent** – The knowledge and consent of the customer or employee are required for the collection, use and disclosure of personal information, except in specific circumstances as described within the Code. The Corporation will communicate in a clear and concise manner that can be reasonably understood the purpose for the collection, use or disclosure of personal data.
- 4. Limiting Collection** – The collection of personal information shall be limited to that which is necessary for the purposes identified by the Company. Information shall be collected by fair and lawful means.
- 5. Limiting Use, Disclosure and Retention** – Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the employee or customer or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes. The Corporation will put guidelines and procedures in place for retaining and destroying personal information. The Corporation will destroy, erase or render anonymous information that is no longer required for an identified purpose or legal requirement.
- 6. Accuracy** – Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used. The Corporation will update personal information only when necessary to fulfil the specified purposes and will keep frequently used information accurate and up to date unless there are clearly set out limits to this requirement.
- 7. Safeguards** – Personal information shall be protected by security safeguards appropriate to the sensitivity of the information. The Corporation will apply the same standard of care as it applies to safeguard its own confidential information of a similar nature. The Corporation will protect personal information against loss or theft, from unauthorized access, disclosure, copying, use or modification, regardless of the format in which it is held.
- 8. Openness** – The Puratone Corporation shall make readily available to employees and customers specific, understandable information about its policies and practices relating to the management of personal information.
- 9. Individual Access** – Upon request, an employee or customer shall be informed of the existence, use, and disclosure of their personal information, and shall be given access to that information. An employee or customer is entitled to question the accuracy and completeness of the information and have it amended as appropriate. The Corporation shall correct or amend any personal information if its accuracy and completeness is challenged and found to be deficient. The Corporation shall provide a copy of information requested by an individual or provide reasons for not providing access, subject to exceptions set out in the Act.

The Corporation will note any disagreement on the file and advise third parties where appropriate.

10.Challenging Compliance – A customer or employee shall be able to question compliance with the above principles to the Privacy Officer accountable for the Companies compliance. The Corporation will investigate all complaints received and take appropriate measures to correct information handling practices and policies.

Website Policy

This website contains links to other sites. Please be aware that The Puratone Corporation is not responsible for the privacy practices of other such sites. We encourage our users to be aware when they leave our site and to read the privacy policy of every website that collects personally identifiable information. This privacy policy applies solely to information collected by this website. If we decide to change our privacy policy, we will update this page so our users are always aware of what information we collect, how we use it, and under what circumstances, if any we disclose it.