

Executive Assistance Business Solutions Inc.

Privacy Statement

Executive Assistance Business Solutions Inc., ('EA') respects the privacy of our clients and by extension due to the nature of our business we respect the privacy of our clients' customers. We acknowledge that you have certain rights related to any personal information and business information we collect from you. EA supports the various national and local privacy laws, and has procedures in place to meet the requirements of those laws.

The following information discloses our privacy principles in addition to our practices for gathering, storing, and using your personal and business related data. We encourage you to review this information so that you may understand and consent to how we may collect, use, and share your personal information.

Our Commitment to Privacy

Executive Assistance Business Solutions Inc., is committed to maintaining the privacy and security of the personal information and business related information of our clients and extend the same respect to our client's customers. EA's privacy policies reflect these principles, and will also conform to any privacy requirements in the countries in which we do business.

EA requires that all subcontractors sign a confidentiality agreements with the organization and/or directly with EA's clients upon request.

What Personal Data We Collect

Executive Assistance Business Solutions Inc. collects personal information about individuals (clients, suppliers, subcontractors, etc.) in order to better manage its business. The organization will make all reasonable efforts to fully inform such individuals about the planned use/disclosure. The organization will limit the collection and use of personal information to that required for valid business purposes or to comply with legislation. EAs' goal in collecting your personal and business related data is to provide you with the most personalized service possible.

The amount of personal and business related information you are required to supply will normally be limited to only that which is necessary to supply our services to you.

We will also use your contact information to send you e-mail messages and business related file exchanges.

Whom We Share It with

Executive Assistance Business Solutions Inc., holds its employees and sub-contractors accountable for maintaining the trust our clients place in us. We educate our employees and sub-contractors periodically and verify our compliance with our privacy and security policies. EA does not sell or

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trade personal data to third parties. We will disclose personal information when required by law.

We will only provide employees and sub-contractors with the personal information they need to deliver the service we have requested.

EA may also collect and report demographic data, (e.g. what percentage of our employees are college graduates) to customers, marketing companies, or as required by law. If we do collect and report this demographic information, we remove any unique personally identifiable information (name, address, etc.) that would attach you to this demographic data. This anonymous information is used and analyzed only at an aggregate level to help us understand trends and more precisely determine how to improve our services to you.

Accuracy and Access

EA will make every reasonable effort to ensure that the personal information it collects and uses is accurate and complete. Individuals providing personal information will have the opportunity to review and correct their personal information, and on written request by an individual to whom the information relates, the organization will modify the information as required.

Security

Executive Assistance Business Solutions Inc., takes care to secure personal information given to us by our customers. We protect this personal information through various security practices and measures in order to prevent loss, misuse, alteration, unauthorized access, destruction, or disclosure.

EA protects the security of the personal information you provide. This information may be stored in manual or encrypted electronic systems with limited access in order to protect this information from loss, misuse, unauthorized access, disclosure, alteration, or destruction.

Our email is delivered over a secure, encrypted (SSL) connection.

Storage

The organization will store personal information using hard copy and/or electronic means in such a way as to prevent unauthorized collection, access, use, disclosure or disposal of the personal information.

Retention

The organization will establish a retention period for all personal information collected.

How to Contact Us

Executive Assistance Business Solutions Inc.
21 Moore Place
Barrie, ON L4N 6N6
705-730-0436