# Walker's/Capital Group of Companies Privacy Policy/Terms of Use

Walker's/Capital Group of Companies Limited is required to comply with federal legislation effective January 1, 2004, governing the use and disclosure of personal information and is committed to maintaining the accuracy, confidentiality, and security of personal information regarding its customers and employees. As part of this commitment, the following principles govern our actions as they relate to the use of customer and employee information.

#### Accountability

Walker's/Capital Group of Companies Limited is responsible for maintaining and protecting the personal information under its control and has designated an individual as Privacy Commissioner who will address all inquiries of a private nature and is accountable for compliance with all privacy legislation.

### Consent

Personal information will not be disclosed to a third party regarding an individual without the written authorization of the individual.

## Limiting Use, Disclosure and Retention

Personal information may only be used or disclosed for the purpose for which it was collected, i.e. matters relating directly to your move or proposed/purchased service, and no disclosure of personal information will be made unless permitted by law. Personal information may only be retained for the period of time required to fulfill the purpose for which it was collected or as required by law.

## Safeguarding Customer Information

Personal information will be protected by security safeguards that are appropriate to the sensitivity level of the information.

You may at any time ask that personally identifiable information not be used for the foregoing purposes. In addition, you may at any time inquire to determine what information we do have, and to request correction of any errors in it. Questions may be directed to privacy@walkerscapitalgroup.ca or 613-546-3621 ext. 231.