



Privacy Policy

Intent

Greenstone Economic Development Corporation has adopted this Policy to ensure that all GEDC employees are aware of our commitment to the privacy and protection of client information.

Protecting the privacy and confidentiality of personal information is an important aspect of the way GEDC conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to GEDC's daily operations.

GEDC Corporation strives to protect and respect the personal information of its customers, employees, business partners, and so on in accordance with all applicable regional and federal laws. Each staff member of GEDC must abide by the organization's procedures and practices when handling personal information.

Guidelines

Requirement of Confidentiality

In accordance with the Privacy Act and PIPEDA (Personal Information Protection and Electronic Documents Act), GEDC requires all employees to handle sensitive personal client information in a confidential and appropriate manner. It is understood that employees of GEDC will become aware of confidential information regarding our clients through the course of their employment. Employees agree that if confidential information is not effectively protected, the operations of GEDC may be threatened, and the well-being and privacy of our clients may suffer irreparably.

Employees of GEDC are required to keep all confidential information and relevant medical knowledge regarding both the Company and our clients confidential both during and after their term of employment. These practices have been adopted as they have been deemed essential to the protection of GEDC and the well-being and privacy of our clients.

Confidentiality Agreement

The following is classed as Confidential Information:

- Client lists
- Client personal information
- Labor relations
- Human resource planning, policies, or procedures
- Any information obtained through our website, or social media
- Company financial information, status, and statements
- Any information or documentation labeled "Confidential" by the Company, or listed as such by separate memorandum, or e-mail that informs of confidential status
- Any information pertaining to (Greenstone Economic Development Corporation's) clients, clients, and visitors

Any information relating to the Company that is free in the public domain may not be considered "Confidential". In the event that an employee can prove that information was possessed before it was received from Greenstone Economic Development Corporation, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".

Nondisclosure

In working for GEDC, employees shall not divulge, disclose, provide or disseminate Confidential Information to any third party not employed by GEDC at any time, unless GEDC gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for Greenstone Economic Development Corporation.