

# **Privacy Policy**

MEDA Limited believes that it is important for you to know how we treat your personal information. This Privacy Policy will explain why we collect personal information about individuals who interact with us and how we handle that information on our website and offline.

## **Types of information we collect**

With your consent, we may gather personal information from you in person, at our office, over the telephone, or by corresponding with you via mail or on the Internet through the MEDA Limited website. In general, you can visit the public area of the MEDA Limited website without telling us who you are or revealing any personal information about yourself, unless you voluntarily choose to provide it.

The information we may collect includes your name, contact information, correspondence with us, and comments/questions about our company. For employees and sub-contractors: we may collect additional information, such as your date of birth, gender, languages spoken, language preference, place of residence, record of academic results, record of academic and professional accomplishments, and particulars of current and previous employment, education, professional development and volunteer activities. For sub-contractors: we may collect further information, such as your firm name, names of partners, and professional liability insurance information.

## **How we use your personal information**

Typically, the personal information collected about you is used by MEDA Limited to confirm your identity, to communicate with you, to respond to your inquiries/comments, to send you important notices, to fulfill the legal and legitimate business requirements of MEDA Limited, and generally to provide you with the services you have requested.

## **Sharing of personal information**

MEDA Limited does not share any personal information with respect to its current or prospective employees or sub-contractors without the appropriate consent and written authorization. We require any organization with which we share your personal information to have policies regarding personal information consistent with our Privacy Policy or to abide by our policies as relevant to the personal information shared with them.

## **Your consent**

If you choose to provide personal information to MEDA Limited, you consent to the collection, use and disclosure of your personal information as outlined in this Privacy Policy or otherwise at the time of collection, use or disclosure. If you do not consent, please do not provide your personal information or, where applicable, exercise the opt-in or opt-out options offered. If MEDA Limited requests additional personal information or intends to use or disclose your personal information differently than described in this Privacy Policy, we will advise you at or before the time of

collection, use or disclosure (as the case may be) as to how we will handle that personal information. MEDA Limited will not collect, use or disclose personal information other than as described herein, or at the time of collection, use or disclose (as the case may be), or as otherwise required or permitted by law. There are limited instances where MEDA Limited may collect, use or disclose your personal information without your consent as required or permitted by law, for example: (1) to collect a debt owed to us; (2) to meet government tax reporting requirements; and (3) to comply with an order made by a court.

Consent may be expressed or implied depending on the circumstances. Please note that, in some cases, your choice to refuse or withdraw consent to certain collection, use or disclosure of personal information may impact on your ability to meet requirements of MEDA Limited or on our ability to provide you with certain services.

## **Retention of personal information**

MEDA Limited will destroy, erase or render anonymous personal information no longer required for the stated purposes or for a legal or legitimate business requirement.

## **Security safeguards**

MEDA Limited takes precautions to protect your personal information against unauthorized access, disclosure, inappropriate alteration, and misuse. All safety and security measures are appropriate to the sensitivity level of your information. Access to your personal information is restricted to those persons whose job responsibilities require them to have access. In addition, MEDA Limited uses technological safeguards such as encrypted passwords, Secure Socket Layer (SSL) and 128-bit encryption technologies. Given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any such information that you submit, which you do at your own risk.

## **How you can protect your information**

There are a number of measures you can take to protect yourself against fraud and uninvited intrusion. You should not share your personal information with others unless you clearly understand the purpose of their request and you know with whom you are dealing.

If you are unsure, or suspect that a person requesting your personal information (as it relates to MEDA Limited) may not be legitimate, please call us at 519-944-7221 to verify that the request is a legitimate MEDA Limited activity.

## **Access and correction of personal information**

If you wish to request access to, or correction of, your personal information in MEDA Limited records, please make your request in writing to the MEDA Limited Privacy Officer by e-mail at [meda@medagroup.com](mailto:meda@medagroup.com). Some information may not be accessed in certain circumstances, for example if it contains personal information of other persons or for other legal reasons. Should you

identify any incorrect or out-of-date information, please notify us so that we can make the required changes where appropriate.

## **Cookies, IP addresses, and links to other sites**

A technology called cookies may be used to provide you with tailored information. A cookie is a tiny element of data that a web site can send to your browser, which may then be stored on your hard drive so we can recognize you when you return. You may set your browser to notify you when you receive a cookie and you may choose to disable cookies if you wish.

The MEDA Limited site logs IP addresses (or domain names), but not the e-mail addresses, of visitors. This information is aggregated and logged, and used to measure statistical information about usage of the site, including but not limited to the total number of visits, average time spent on the site, and pages viewed, both in real-time, and within a certain historical time frame. MEDA Limited uses this aggregated information to measure the use of our site and to improve the content and usage of our site.

The MEDA Limited site may contain links to other Internet sites owned and operated by third parties. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. You should review the privacy policies applicable to the other sites before you provide any personal information on those sites.

## **Changes to this Privacy Policy**

MEDA Limited reserves the right to change this Privacy Policy from time to time. If MEDA Limited makes a material change, this Privacy Policy will be updated accordingly. We recommend that you review this Privacy Policy periodically so that you are aware of any changes. Your continued use of our site following the posting of any changes to this Privacy Policy shall constitute your acceptance of these changes.

## **Inquiries, Questions, or Complaints**

If you have any inquiries, requests or complaints regarding the MEDA Limited privacy practices, please contact the MEDA Limited Privacy Officer by postal mail at MEDA Limited, 1575 Lauzon Road, Windsor, Ontario, Canada, N8S 3N4, by phone at (519) 944-7221 or by e-mail at [meda@medagroup.com](mailto:meda@medagroup.com). This Privacy Statement was last modified on January 2, 2004.