

November 2010

## Privacy Policy

Advance Shipping Supplies is committed to respecting the privacy of individuals and recognizes the need for the appropriate management and protection of any Personal Information that you agree to provide to us.

Our Privacy Management Plan includes guidelines on the collection, storage, use and retention of your Personal Information as follows:

**Collection:** Advance Shipping Supplies collects personal information about individuals (clients, suppliers, employees, etc) in order to conduct and manage its business. Advance Shipping Supplies will make all reasonable efforts to fully inform such individuals about the use and disclosure of such information. Advance Shipping Supplies will limit the collection and use of personal information to that required for valid business purposes or to comply with legislation.

**Accuracy:** Advance Shipping Supplies 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, Advance Shipping Supplies will modify the information as required.

**Storage:** Advance Shipping Supplies 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:** Advance Shipping Supplies will retain personal information as long as necessary to conduct business or to comply with legislation.

**Disclosure:** Advance Shipping Supplies will not disclose personal information unnecessarily to employees or any third party, unless the affected individual consents.

**Access:** Advance Shipping Supplies will provide access to information upon request, according to established procedures, and may be subject to fees.

For more information, please contact Terry Travis at 905 568-4000.