



ENCON Group Inc.
500-1400 Blair Place
Ottawa, Ontario K1J 9B8
Telephone 613-786-2000
Facsimile 613-786-2001
Toll Free 800-267-6684
www.encon.ca

Application Addendum

Security and Privacy Liability

The purpose of this questionnaire is to determine the type of customer data collected and stored by the applicant and how it is handled, the security measures in place to prevent unauthorized access and harm to computer, software, network or electronic information systems, and any intellectual property infringement exposures that exist for the applicant.

1. Do you collect and store personal information about your clients/customers? YES ☐ NO ☐
2. Do you release any of this information to third parties? YES ☐ NO ☐
3. Is any of this information stored or downloaded to laptops, USB sticks, CDs or other mobile storage devices?
YES ☐ NO ☐
If yes, is the data encrypted? YES ☐ NO ☐
4. In the event of a security breach, do you have a procedure in place to alert your customers that their data may have been compromised? YES ☐ NO ☐
5. Have pre-designated computer system/application access rights and privileges been set for all authorized users? YES ☐ NO ☐
6. Do you have a policy that requires passwords to be a minimum length and contain alpha and numeric characters, and that prompts users for regular password updates? YES ☐ NO ☐
7. Do you use and regularly update industry-standard firewall protection systems to prevent unauthorized access to internal networks and computer systems? YES ☐ NO ☐
8. Do you use and regularly update industry-standard antivirus software? YES ☐ NO ☐
9. Have you ever had a security breach? YES ☐ NO ☐
If yes, please provide details on a separate page.
10. Is your website transactional? YES ☐ NO ☐
11. Are the contents of your website approved by you before being posted? YES ☐ NO ☐
12. Is anyone other than you able to post content on your website (i.e., any blogs, chat rooms, message boards, etc.)? YES ☐ NO ☐
If yes, do you have a procedure in place for removing offensive, improper and/or inaccurate material from your website in a timely manner? YES ☐ NO ☐
13. Do you obtain licences for all intellectual property rights on a worldwide basis for all images, logos and music appearing on your website? YES ☐ NO ☐
14. Are you aware of any facts, circumstances or situations which may reasonably give rise to a claim? YES ☐ NO ☐

Signature: _____

Date: _____

Position: _____