

**Form for the use of NSREAA members
(please insert your company name at “XXX”)**

PRIVACY POLICY

SUBCONTRACTOR AGREEMENT AND PRIVACY STATEMENT

We at XXX regard the protection of the Privacy of the personal information of our members as a very high priority, not only for the purpose of meeting legal requirements under the Personal Information Protection and Electronic Documents Act, but also in the interests of maintaining a lifelong relationship of good service to our members.

You acknowledge that you have a privacy policy and that we have engaged you for the provision of services necessary to the completion of work requested by our clients. As such, the personal information collected by XXX relating to these clients may have been, or may be (during completion of your work for us) disclosed to you. By signing this document, you agree to maintain the confidentiality and privacy of any personal information disclosed to you and to comply in all material respects with the contents of our Privacy Policy, a copy of which is attached to this document. You also agree to limit your use of such personal information to the specific purpose as defined by the terms of your engagement.

Upon the completion of your work for us, any personal information which has been disclosed to you by XXX concerning our client(s) shall be returned to our office or, if copies of such information are required to be kept on file by your office, they shall be stored in a secure manner which prevents unauthorized access and when no longer needed by your office, are destroyed. Any personal information kept on file by your office must not be used or disclosed in the future with firstly requesting that XXX obtain consent from the person or organization whose information is in question, and secondly receiving confirmation from XXX that the required consent has actually been obtained.

You agree to indemnify XXX for any claim, loss or damage resulting from a misuse or mishandling of personal information collected, used or disclosed by the subcontractor in the course of the work for XXX.

If, in the course of your work for us, you receive requests from individuals for access to his/her personal information, or inquiries with regard to the information, you agree by signing below to forward such requests/inquiries to the Privacy Officer at XXX.

You understand that you may contact our Privacy Officer, _____, during the regular business hours at _____ should you have any concerns relating to the collection, use or disclosure of the personal information disclosed to you in connection with this engagement.

Signed this _____ day of _____ 20____

Witness

Company

Authorized Signature

Name of Authorized Signatory