

# 6279490 CANADA INC. O/A E-DEALER PRIVACY POLICY

## Protecting Personal Information

6279490 Canada Inc. (e-Dealer) has always been committed to providing the highest level of security and privacy for personal information about current, past and prospective customers and other identifiable individuals that comes into its possession or custody.

## Scope

This Privacy Code contains ten principles that are to be adhered to by 6279490 Canada Inc. (e-Dealer) and its subsidiaries (hereinafter "e-Dealer") regarding the collection, use and disclosure of information about any identifiable individual.

## Introduction

Specific Information that has been rendered anonymous by the removal of information that would identify a specific customer or individual is not subject to this code.

In 2000, the federal government of Canada enacted *The Protection of Personal Information and Electronic Documents Act* ("PIPEDA"). Effective January 1, 2004, all organizations that collect, use or disclose personal information in the course of their commercial activities will be subject to PIPEDA or substantially similar provincial legislation (collectively, "privacy legislation"). Briefly stated, privacy legislation requires that the consent of an individual be obtained for the collection and use of his or her personal information, that steps be taken to protect personal information and that one or more individuals be appointed to monitor compliance with the provisions of applicable privacy legislation.

The term "personal information" means information about an identifiable individual recorded in any form and includes, but is not limited to, such things as race, ethnic origin, nationality, colour, age, gender, marital status, religion, education, medical information, criminal information, performance reviews, trade union membership, employment and financial history, income, address and telephone number, e-mail address, numerical identifiers such as Social Insurance Number, and views and personal opinions. In the case of a customer, personal information also includes information about a customer's purchasing history, credit information, billing records, service and any recorded complaints and, in the case of an employee, includes information found in personnel files, employment history, performance reviews and medical and benefits information. Publicly available information, such as a public directory listing of names, addresses, telephone numbers and electronic addresses, however, is not considered personal information.

## Application

This Privacy Policy applies to personal information which e-Dealer collects, uses or discloses in respect of any of its customers or employees in the course of its commercial activities. The application of this Privacy Policy is subject to the requirements or provisions of any applicable legislation, regulations, tariffs or agreements (such as collective agreements), or the order of any court or other lawful authority. Various legal criteria independent of this Privacy Policy will determine whether federal or provincial privacy legislation applies to the personal information that e-Dealer collects, uses or discloses in respect of its customers or employees. This Privacy Policy does not replace those criteria and nothing in this Privacy Policy should be construed as indicating which privacy legislation, if any, applies to the collection, use and disclosure of personal information.

## The Ten Privacy Principles

This Privacy Policy has been developed in accordance with the standards set out in PIPEDA and is modeled after the *Canadian Standards Association Model Code for the Protection of Personal Information* (the "CSA Code") Accordingly, the ten principles of fair information practices, as identified by the CSA, have been adopted by e-Dealer and represent a formal statement of the minimum requirements to be adhered to for the protection of personal information collected from the customers and employees of e-Dealer.

### PRINCIPLE 1. ACCOUNTABILITY

1.1 Accountability for e-Dealer's compliance with the principles rests with the Privacy Compliance Officer even though other individuals may be responsible for the day-to-day collection and processing of personal information. The Privacy Compliance Officer may from time to time designate one or more individuals within e-Dealer to act on his or her behalf.

1.2 The name and contact information of the Privacy Compliance Officer shall be made available upon request.

1.3 E-Dealer is responsible for personal information in its possession or custody, including information that has been transferred to a third party for processing. E-Dealer shall use contractual or other appropriate means to provide a comparable level of protection while the information is being processed by a third party.

1.4 All personal information collected by e-Dealer or by its agents, contractors, partners, or affiliates shall be protected through physical or electronic measures in order to reduce risk of its unauthorized collection, use, disclosure, or destruction. Such protections shall be appropriate to the sensitivity and may include, by way of example:

- (a) passwords;
- (b) locked cabinets;
- (c) restricted access;
- (d) file write-protection;
- (e) encryption;

1.5 All complaints or inquiries should be directed to:

e-Dealer  
1315 Derry Road E, Unit 6A  
Mississauga, ON  
ATTENTION: Privacy Compliance Officer  
Fax No.: 905-564-3675  
Email:privacy\_officer@edealer.ca

The Privacy Compliance Officer shall respond in a timely manner to the individual making the complaint or inquiry in compliance with all applicable privacy legislation.

1.6 E-Dealer shall incorporate materials outlining and explaining this Policy and its related procedures into its existing employee training, communications, and resource programs. Such materials may include but shall not be limited to:

- (a) provision of this Policy to the employee at time of hire
- (b) ongoing review of this Policy in customer service training programs

- (c) awareness of the policy's posting to company websites
- (d) invitation of ongoing employee comment and review of this Policy
- (e) applicable signage in employee rest areas
- (f) regular summaries of this Policy and location of further resources in Company newsletters; and
- (g) ongoing employee information seminars.

## PRINCIPLE 2. IDENTIFYING PURPOSES

2.1 E-Dealer shall document the purposes for which personal information is collected in order to comply with the Openness and Individual Access Principles (Principles 8 and 9, respectively).

2.2 Identifying the purposes for which personal information is collected at or before the time of collection allows e-Dealer to determine the information it needs to collect to fulfill these purposes. The Limiting Collection Principle (Principle 4) requires e-Dealer to collect only that information necessary for the purposes identified.

2.3 E-Dealer shall identify purposes at or before the time of collection to the individual from whom the personal information is collected. E-Dealer will endeavour to identify purposes in writing wherever possible. In certain circumstances identification may also be provided orally. For example, forms may provide information on purposes in writing. Collection of personal information through personal interviews or surveys may be better suited to identifying purposes orally.

2.4 When personal information that has been collected is to be used for a purpose not previously identified, the new purpose shall be identified prior to use of such information. Unless the new purpose is required by law, the consent of the individual is required before information can be used for that purpose. For an elaboration on consent, please refer to the Consent Principle (Principle 3).

2.5 Company employees collecting personal information from customers or other employees will accurately explain to such individuals the purposes for which the information is being collected, including any purposes that may not be immediately obvious to the individual.

2.6 The purposes for which the personal information of **employees** is collected may include, but is not limited to:

- (a) administering payroll and employee benefit programs;
- (b) conducting performance evaluations and discipline;
- (c) effecting employee training;
- (d) conducting internal reviews, investigations and complaint resolution processes;
- (e) participating in union negotiations and labour arbitrations;
- (f) facilitating transactional due diligence reviews;
- (g) complying with legal and regulatory obligations.

2.7 The purposes for which the personal information of **customers** is collected may include, but is not limited to:

- (a) processing commercial transactions;
- (b) communicating with customers;
- (c) establishing and maintaining commercial relations;
- (d) developing, marketing or providing products and services;
- (e) recommending particular products and services;
- (f) conducting market research and surveys;

- (g) managing and developing business opportunities;
- (h) conducting investigations and complaint resolution processes;
- (i) facilitating transactional due diligence reviews;
- (j) complying with legal and regulatory obligations.

2.8 Anonymous or “non-personal” information gathered by e-Dealer through its website may be used for technical, research and analytical purposes. Information collected through surveys, existing files and public archives may be used by e-Dealer to analyze its markets and to develop or enhance service offerings.

### PRINCIPLE 3. CONSENT

*The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where consent is not required by privacy legislation.*

3.1 Consent is required for the collection of personal information and the subsequent use or disclosure of this information. Generally, e-Dealer will seek consent for the use or disclosure of the information at the time of collection. In certain circumstances, consent with respect to use or disclosure may be sought after the information has been collected but before use (for example, when e-Dealer wants to use information for a purpose not previously identified).

3.2 The Consent Principle requires “knowledge and consent”. E-Dealer shall make a reasonable effort to ensure that the individual is advised of the purposes for which the information will be used. To make the consent meaningful, the purposes must be stated in such a manner that the individual can reasonably understand how the information will be used or disclosed.

3.3 In certain circumstances personal information may be collected, used or disclosed without the knowledge and consent of the individual. For example, e-Dealer may collect or use personal information without the knowledge or consent of its employees and/or customers if the collection or use of personal information is clearly in the interests of the individual and consent cannot be obtained in a timely way, such as when the individual is a minor, seriously ill or mentally incapacitated or if seeking the consent of the individual might defeat the purpose of collecting the information such as in the investigation of a breach of an agreement or a contravention of a federal or provincial law. Personal information may also be used or disclosed without the knowledge or consent of the individual in the case of an emergency where the life, health or security of an individual is threatened. E-Dealer may disclose personal information without knowledge or consent to a lawyer representing e-Dealer, to collect a debt, to comply with a subpoena, warrant or other court order, or as may be otherwise required by law.

3.4 E-Dealer will not, as a condition of the supply of a product or service, require an individual to consent to the collection, use, or disclosure of information beyond that required to fulfill the explicitly specified and legitimate purposes.

3.5 In obtaining consent, e-Dealer will take into account the sensitivity of the personal information and the reasonable expectations of its customers and employees. Consent will not be obtained through deception. For example, an individual filing an application for employment with e-Dealer would reasonably expect that his or her age and marital status would be used for the purposes of administering benefit plans. As a further example, an individual requesting to join a e-Dealer mailing list should reasonably expect that e-Dealer, in addition to using the individual’s name and address for a single mailing, would also use that information to send subsequent mailing to the person. In this case, e-Dealer can assume that the individual’s request constitutes consent for the specific purposes of sending out a series of mailings. On the other hand, an individual would not reasonably expect that personal

information given to e-Dealer for a mailing list would be used for any other purpose or given to a company selling merchandise or services unless further consent were obtained.

3.6 The manner in which e-Dealer seeks consent may vary, depending on the circumstances and the type of information collected. E-Dealer will generally seek express written consent when the information is likely to be considered sensitive. Implied consent would generally be appropriate when the information is less sensitive, or in the case where collection and use of the personal information is directly related to a transaction or exchange of information in which the individual is directly participating. Consent can also be given by an authorized representative (such as a legal guardian or a person having power of attorney).

3.7 Individuals can give consent in many ways. For example:

- (a) an application form may be used to seek consent, collect information, and inform the individual of the use that will be made of the information. By completing and signing the form, the individual is giving consent to the collection and the specified uses;
- (b) a check box may be used to allow individuals to request that their names and addresses not be given to other organizations. Individuals who do not check the box are assumed to consent to the transfer of this information to third parties;
- (c) consent may be given electronically by submitting an application form;
- (d) consent may be given orally when information is collected over the telephone; or
- (e) consent may be given at the time that individuals use a product or service.

3.8 Generally, the use of products and services by a customer, or the acceptance of employment or benefits by an employee, constitutes implied consent for e-Dealer to collect, use and disclose personal information for all identified purposes.

3.9 An individual may withdraw consent at any time, subject to legal or contractual restrictions and with reasonable notice. At the time that an individual requests withdrawal, e-Dealer shall inform the individual of the implications of such withdrawal.

#### **PRINCIPLE 4. LIMITING COLLECTION**

4.1 E-Dealer shall not collect personal information indiscriminately. Both the amount and the type of information collected shall be limited to that which is necessary to fulfill the purposes identified. E-Dealer shall specify the type of information collected as part of its information-handling policies and practices, in accordance with the Openness principle (Principle 8).

4.2 E-Dealer shall collect personal information only by fair and lawful means and shall not collect information by misleading or deceiving individuals about the purpose for which information is being collected. Consent to the collection of personal information must not be obtained through deception.

## PRINCIPLE 5 LIMITING USE, DISCLOSURE AND RETENTION

5.1 In the case where e-Dealer intends to use personal information for a purpose not previously identified, e-Dealer shall document this purpose and shall obtain the consent of the individual prior to using the information for a new purpose.

5.2 E-Dealer may disclose the personal information of its **employees**:

- (a) to human resources, payroll, benefits, information management, medical and security personnel;
- (b) to third party service providers for the purposes of administering payroll and benefits programs;
- (c) to union representatives and labour arbitrators;
- (d) to e-Dealer's affiliates and/or subsidiaries;
- (e) to internal or external legal counsel and auditors;
- (f) to the Privacy Compliance Officer;
- (g) to the management personnel of e-Dealer;
- (h) in the context of providing references regarding current or former employees in response to requests from prospective employers and/or financial institutions;
- (i) to prospective parties in the context of a transactional due diligence review; and
- (j) whenever disclosure is required by law.

5.3 E-Dealer may disclose the personal information of its **customers**:

- (a) to third party service providers;
- (b) to e-Dealer's affiliates and/or subsidiaries;
- (c) to internal or external legal counsel and auditors;
- (d) to the Privacy Compliance Officer;
- (e) to the management personnel of e-Dealer;
- (f) to an agent retained by e-Dealer in connection with the collection of the customer's account;
- (g) to credit grantors and reporting agencies;
- (h) to a third party or parties, where the customer consents to such disclosure;
- (i) to prospective parties in the context of a transactional due diligence review; and
- (j) where disclosure is required by law.

5.4 Except as required or permitted by law, when disclosure is made to a party other than e-Dealer or a third party provider of services, the consent of the individual shall be obtained and reasonable steps shall be taken to ensure that any such third party has personal information privacy procedures and policies in place that are at least comparable to those implemented by e-Dealer.

5.5 Unless authorized by the customer, e-Dealer will not sell, lease or trade the personal information of their employees or customers to other parties.

5.6 E-Dealer shall develop guidelines and implement procedures with respect to the retention of personal information. These guidelines shall include both minimum and maximum retention periods. Personal information that has been used to make a decision about an individual shall be retained long enough to allow the individual access to the information after the decision has been made. E-Dealer may

be subject to legislative requirements with respect to retention periods and shall recognize the development and implementation of sound records management practices.

5.7 Personal information that is no longer relevant or required to fulfill the identified purposes shall be destroyed, erased, or made anonymous. E-Dealer shall develop guidelines and implement procedures to govern the destruction of personal information.

## **PRINCIPLE 6. ACCURACY**

6.1 Personal information used by e-Dealer shall be sufficiently accurate, complete and up-to-date to minimize the possibility that inappropriate information may be used to make a decision about the individual customer or employee. The extent to which personal information will be accurate, complete and up-to-date will depend upon the use of the information, taking into account the interests of the individual.

6.2 E-Dealer will not, however, routinely update personal information, unless such a process is necessary to fulfill the purposes for which the information was collected. Personal information about customers and employees shall be updated only as and when necessary to fulfill the identified purposes or upon notification by the individual.

6.3 E-Dealer shall ensure that personal information that is used on an ongoing basis, including information that is disclosed to third parties, is generally accurate and up-to-date, unless limits to the requirement for accuracy are clearly set out.

## **PRINCIPLE 7. SAFEGUARDS**

7.1 E-Dealer has implemented security safeguards to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. E-Dealer shall protect personal information regardless of the format or storage media in which it is held.

7.2 The nature of the safeguards will vary depending on the sensitivity of the information that has been collected, the amount, distribution and format of the information, and the method of storage. More sensitive information shall be safeguarded by a higher level of protection.

7.3 The methods of protection should include:

- (a) physical measures, such as locked filing cabinets and restricted access to offices;
- (b) organizational measures, such as security clearances and limiting access on a "need-to-know" basis; and
- (c) technological measures, such as the use of passwords and encryption.

7.4 E-Dealer shall make its employees aware of the importance of maintaining the confidentiality of personal information.

7.5 Personal information disclosed to third parties shall be protected by contractual agreement stipulating the confidentiality of the information and the purposes for which it is to be used.

7.6 E-Dealer shall employ due care and diligence in the disposal or destruction of personal information, to prevent unauthorized parties from gaining access to the information. Disposal or destruction of personal information shall not be undertaken by any employee without the prior written

authorization of the Privacy Compliance Officer outlining the preferred method of destruction, the specific information authorized for destruction, and date of destruction. Upon destruction of personal information, the employee(s) who carried out the destruction shall complete a Certificate of Destruction and return same to the Privacy Compliance Officer.

## **PRINCIPLE 8. OPENNESS**

8.1 E-Dealer shall be open about its policies and practices with respect to the management of personal information. Individuals shall be able to acquire information about e-Dealer's policies and practices without unreasonable effort. This information shall be made available in a form that is easily understandable.

8.2 The information made available shall include:

- (a) the name, title, and address of the Privacy Compliance Officer who is accountable for e-Dealer's policies and practices and to whom complaints or inquiries can be forwarded;
- (b) the means of gaining access to personal information held by e-Dealer;
- (c) a description of the type of personal information held by e-Dealer, including a general account of its use;
- (d) a copy of brochures or other information that explain e-Dealer's policies, standards and/or codes with respect to personal information; and
- (e) a description of the type of personal information made available to related organizations, such as subsidiaries or affiliates of e-Dealer.

8.3 E-Dealer shall make information on its policies and practices available in a variety of ways, such as brochures, a toll-free telephone number, emails, newsletters, and information posted on e-Dealer's website.

## **PRINCIPLE 9. INDIVIDUAL ACCESS**

9.1 Upon request, e-Dealer shall inform an individual whether or not e-Dealer has in its possession personal information about the individual (except where permitted or required by law not to disclose personal information) and shall afford the individual a reasonable opportunity to review the personal information in his or her file at minimal or no cost to the individual. In addition, e-Dealer shall provide an account of the use that has been made or is being made of this information and an account of the third parties to which it has been disclosed. Where reasonably possible, e-Dealer shall indicate the source of the personal information.

9.2 In order to safeguard personal information, a customer or employee may be required to provide sufficient identification information to permit e-Dealer to account for the existence, use and disclosure of personal information and to authorize access to the individual's file. Any such information shall be used only for this purpose.

9.3 In certain situations, e-Dealer may not be able to provide access to all of the personal information that it holds about a customer or employee. For example, e-Dealer is not required to provide access to information if doing so would likely reveal personal information about a third party or could reasonably



be expected to threaten the life or security of another individual. Similarly, e-Dealer may not be required to provide access to information if disclosure would reveal confidential commercial information, if the information is protected by solicitor-client privilege, if the information was generated in the course of a formal dispute resolution process, or if the information was collected in relation to the investigation of a breach of an agreement or a contravention of a federal or provincial law. If access to personal information cannot be provided, e-Dealer shall provide the reasons for denying access upon request.

9.4 In providing an account of third parties to which it has disclosed personal information about an individual, e-Dealer shall attempt to be as specific as possible. When it is not possible to provide a list of the organizations to which it has actually disclosed information about an individual, e-Dealer shall provide a list of organizations to which it may have disclosed information about the individual.

9.5 E-Dealer will respond to an individual's request within a reasonable time and in any event within thirty (30) days of the request. The time for responding to a request may be extended for up to an additional thirty (30) days if meeting the time limit would unreasonably interfere with the activities of e-Dealer, or if the time required to undertake any consultations necessary to respond to the request would make the time limit impracticable to meet. E-Dealer may also extend the time for responding for such period of time as is necessary to be able to convert the personal information into an alternative format. E-Dealer will provide notice to the individual of any extension taken within thirty (30) days of the individual's request and will advise the individual of the right to make a complaint to the Privacy Commissioner about the extension. E-Dealer will provide the requested information or make it available in a form that is generally understandable. For example, if abbreviations or codes are used to record information, e-Dealer will provide a corresponding explanation.

9.6 Upon request by an individual with sensory disabilities, e-Dealer will give access to personal information about the individual in an alternative format if a version of the information already exists in that format or if its conversion to an alternative format is necessary to allow the individual to exercise rights to request correction, challenge compliance of e-Dealer under Principle 10 or file a formal complaint pursuant to applicable privacy legislation.

9.7 When an individual informs e-Dealer of the inaccuracy or incompleteness of personal information, e-Dealer shall amend the information as required or may delete the record of personal information in its entirety but only with the prior written authorization of the Privacy Compliance Officer. Depending upon the nature of the information challenged, amendment may involve the correction, deletion, or addition of information. Where appropriate, the amended information shall be transmitted to third parties having access to the information in question.

9.8 A customer can obtain information or seek access to his or her individual file by contacting the Privacy Compliance Officer. An employee can obtain information or seek access to his or her individual file by contacting his or her immediate supervisor within e-Dealer.

## **PRINCIPLE 10. CHALLENGING COMPLIANCE**

10.1 E-Dealer shall maintain procedures for addressing and responding to all inquiries or complaints from its customers and employees about the companies' handling of personal information.

10.2 E-Dealer will inform their customers and employees about the existence of these procedures as well as the availability of complaint procedures.

10.3 E-Dealer shall investigate all complaints concerning compliance with this Privacy Policy. If a complaint is found to be justified, e-Dealer shall take appropriate measures to resolve the complaint

including, if necessary, amending its policies and procedures. A customer or employee shall be informed of the outcome of the investigation regarding his or her complaint.

10.4 If an individual is not satisfied with the response from the Privacy Compliance Officer, he or she may have recourse to additional remedies under applicable privacy legislation. For further information, contact the applicable governmental agency listed in the attached Schedule A.

#### VISITING THE E-DEALER WEB SITE:

##### *(i) What Information e-Dealer May Collect Through its Web Site:*

During normal Web site usage, you can visit our site without communicating any personal information. However, to make use of certain features on our site, such as contests, quizzes, promotions, personalized services, or online contact forms, users may need to transmit personal information to e-Dealer. As part of this voluntary registration, e-Dealer may contact the web user to discuss its products, offerings and services.

As described in paragraph A above, we may also ask you to provide additional personal information. We use this information as described in our list of uses set out above. Again, the more information you volunteer, and the more accurate it is, the better we are able to customize and improve your experience with e-Dealer.

You should be aware that when you share personal information in public areas of our Web site, such as chat rooms or bulletin boards, this information might be seen and used by others. We urge you to exercise good judgment when sharing personal information in these forums.

##### *(ii) e-Dealer's Web Site - Use of Cookies:*

When you visit e-Dealer's web site, we may collect and store information about your visit on an anonymous, aggregate basis using "cookie" technology. A cookie is an element of data that a Web site can send to your browser, which may then store the cookie on your hard drive. Cookies may tell us the time and length of your visit, the pages you look at on our sites, and the site you visited just before coming to ours. We may also record the name of your Internet service provider. This information allows us to measure site activity to tailor the consumer's experience within our Web site. The goal is to save you time and provide you with a more meaningful visit. Cookies used by e-Dealer on its Web sites are solely to facilitate navigation and security across the site, and are not used to capture or reveal personal information.

If you are concerned about cookies, you may modify your browser settings to notify you when you receive a cookie. If you do not know how to modify your browser settings please consult your browser documentation or the supplier web site. You may visit the e-Dealer Web site with your cookies turned off. However, you may not be able to access some of the areas of our site, which require cookies for customization and personalization.

We may also use third parties to serve e-Dealer advertisements on other web sites. In serving e-Dealer advertisements these third parties may place cookies on your browser computer and may collect certain anonymous information about your visits to other web sites. This information includes browser type, IP address, Web activity and time of day and is used to better understand and optimize e-Dealer's online advertising campaigns. To opt-out of these cookies, please review the privacy policies of that web site and follow the instructions on their site

**Effective Date**

This policy is effective as of January 1, 2007.

## SCHEDULE A

### FEDERAL

Federal Privacy Commissioner  
112 Kent Street  
Ottawa, ON K1A 1H3  
Phone: (613) 995-8210  
Toll Free: (800) 282-1376  
Fax: (613) 947-6850  
Website: [www.privcom.gc.ca](http://www.privcom.gc.ca)

### ALBERTA

Information Management, Access and  
Privacy Division  
Alberta Government Services  
16<sup>th</sup> Floor, 10155 – 102 Street  
Edmonton, AB T5J 4L4  
Office Phone: (780) 422-2657  
Help Desk Phone: (780) 427-5848  
Fax: (780) 427-1120  
Website: [www.gov.ab.ca/foip/](http://www.gov.ab.ca/foip/)

### BRITISH COLUMBIA

Corporate Privacy and Information Access Branch  
Information, Science and Technology Agency  
Government of British Columbia  
Victoria, BC  
Phone: (604) 660-2421  
Website: [www.msar.gov.bc.ca/FOI\\_POP/](http://www.msar.gov.bc.ca/FOI_POP/)

### MANITOBA

Minister of Culture, Heritage and Tourism  
Information Resources Division  
3 – 200 Vaughan Street  
Winnipeg, MB R3C 1T5  
Phone: (204) 945-2142  
Fax: (204) 948-2008  
Website: [www.gov.mb.ca/chc/fippa/index.html](http://www.gov.mb.ca/chc/fippa/index.html)

### NEW BRUNSWICK

Ombudsman  
Province of New Brunswick  
767 Brunswick Street  
P.O. Box 6000  
Fredericton, NB E3B 5H1  
Phone: (506) 453-2789  
Fax: (506) 453-5599

### NEWFOUNDLAND

Director of Legal Services  
Department of Justice of Newfoundland  
Confederation Building  
P.O. Box 8700  
St. John's, NL A1B 4J6  
Phone: (709) 729-2893  
Fax: (709) 729-2129  
Website: [www.gov.nf.ca/just/](http://www.gov.nf.ca/just/)

### NORTHWEST TERRITORIES

Department of Justice  
Policy and Planning Division  
Government of Northwest Territories  
P.O. Box 1320  
Yellowknife, NT X1A 2L9  
Phone: (867) 873-7015  
Fax: (867) 873-0307  
Website:  
[www.justice.gov.nt.ca/publicservices/atipp.htm](http://www.justice.gov.nt.ca/publicservices/atipp.htm)

### NOVA SCOTIA

Nova Scotia Department of Justice  
General Information  
5151 Terminal Road  
P.O. Box 7  
Halifax, NS B3J 2L6  
Phone: (902) 424-4030  
Website: [www.gov.ns.ca/just/foi/foisvcs.htm](http://www.gov.ns.ca/just/foi/foisvcs.htm)

### NUNAVUT

Information and Privacy Commissioner  
of Nunavut  
5018, 47<sup>th</sup> Street  
Yellowknife, NT X1A 2N2  
Phone: (867) 669-0976  
Fax: (867) 920-2511

### ONTARIO

Information and Privacy Office  
Office of the Corporate Chief Strategist  
Management Board Secretariat  
8<sup>th</sup> Floor, Ferguson Block  
77 Wellesley Street West  
Toronto, ON M7A 1N3

Phone: (416) 327-2187

Fax: (416) 327-2190

Website: [www.gov.on.ca/mbs/english/fip](http://www.gov.on.ca/mbs/english/fip)

## **PRINCE EDWARD ISLAND**

Office of the Attorney General

Fourth Floor, Shaw Building

95 Rochford Street

P.O. Box 2000

Charlottetown, PE C1A 7N8

Phone: (902) 368-4550

Fax: (902) 368-5283

Website: [www.gov.pe.ca/foipp/index.php3](http://www.gov.pe.ca/foipp/index.php3)

## **QUEBEC**

Ministère des relations avec les citoyens  
et de l'immigration

Director of Communications

Gérald-Godin Building

360, rue McGill, 2<sup>nd</sup> Floor

Montréal, QC H2Y 2E9

Phone: (514) 873-4546

Fax: (514) 873-7349

## SASKATCHEWAN

Saskatchewan Justice  
11<sup>th</sup> Floor, 1874 Scarth Street  
Regina, SK S4P 3V7  
Phone: (306) 787-5473  
Fax: (306) 787-5830  
Website:  
[www.saskjustice.gov.sk.ca/legislation/summaries/feedbackofinfoact.shtml](http://www.saskjustice.gov.sk.ca/legislation/summaries/feedbackofinfoact.shtml)

## YUKON

ATIPP Office  
Information & Communications  
Technology Division  
Department of Infrastructure  
Government of Yukon  
2071 - 2<sup>nd</sup> Avenue  
Box 2703  
Whitehorse, YT Y1A 2C6  
Phone: (867) 393-7048  
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