

Canadian Privacy Policy Statement

MTFX is committed to maintaining our customer's privacy. In order to ensure that your personal information is kept confidential, safe, and secure we have developed comprehensive procedures and policies which are modeled upon the principles set forth in Canada's Personal Information Protection and Electronic Documents Act, or PIPEDA.

This Privacy Code outlines our commitment to you and incorporates the following 10 key privacy principles:

This Privacy Policy may be amended from time to time.

1. ACCOUNTABILITY

MTFX is responsible for personal information under its control and has designated a Chief Privacy Officer who is accountable for MTFX's Privacy Policy and the applicable privacy legislation. Contact information for the Chief Privacy Officer is provided in this policy to address any Questions & Complaints. In addition, our accountability for the personal information we collect continues even if we disclose it to other organizations. For example, whenever we disclose your information to another organization (such as to one of our service providers), we will put in place contractual and other safeguards to help ensure that they appropriately protect your personal information

2. IDENTIFYING PURPOSE

MTFX will identify the purposes for which your personal information is collected at or before the time your personal information is collected. Some of the identified purposes for which MTFX typically collects uses and discloses personal information are described in this privacy statement. If we intend to collect, use or disclose your personal information for additional purposes, we will seek your consent.

3. OBTAINING CONSENT AND YOUR CHOICES

We will obtain your informed consent for the collection, use, or disclosure of your personal information, except as permitted by law. For example, above, we ask that you provide us with your consent to collect, use and disclose your personal information for the purposes described in this Privacy Policy.

4. LIMITING COLLECTION

MTFX will limit the collection of personal information, both the amount and the type of information, to that which is necessary for the purposes identified by MTFX. In addition, MTFX will collect your personal information by fair and lawful means, and not by misleading or deceiving you about the purpose for which information is being collected.

5. LIMITED USE AND DISCLOSURE

MTFX will not use or disclose personal information for purposes other than the identified purposes for which it was collected, except with your consent or as required or permitted by law. MTFX will retain your personal information only as long as necessary to fulfill the identified purposes.

6. ACCURACY OF PERSONAL INFORMATION

MTFX will endeavour to ensure that your personal information will be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used. MTFX will update your personal information as and when necessary to fulfill the identified purposes or upon notification from the subject individual. MTFX will not routinely update personal information, unless such process is necessary to fulfill the identified purposes. If ever your contact and/or other personal information changes please feel free to contact us, so that we can update our records.



7. SECURITY SAFEGUARDS

MTFX will protect your personal information by security safeguards appropriate to the sensitivity of the information. For example, the computer servers on which we store your personal information are protected by firewalls and other industry standard security features. In addition, your personal information is only made available to our employees and service providers who have a "need to know" in order to offer you our services or otherwise fulfill the purposes identified.

8. OPENNESS OF POLICIES & PRACTICES

MTFX will make readily available to you specific information about our policies and practices relating to the management of personal information. For example, the most recent version of this privacy statement will always be available upon request from our Chief Privacy Officer via the contact information provided in on our websites.

9. ACCESS TO PERSONAL INFORMATION

Upon written request, subject to certain exceptions, MTFX will inform you of the existence, use, and disclosure of your personal information and will give you access to that information. If access is denied, MTFX will notify you in writing, give reasons for the denial, and inform you of the recourses open to you. If access is granted, MTFX will give you a reasonable opportunity to review your personal information. You will be able to challenge the accuracy and completeness of the information and have it amended as appropriate. As part of this privacy statement MTFX provides clients with both a request to access personal information as well as a request to correct personal information.

10. CHALLENGING COMPLIANCE

You have the right to address a challenge concerning compliance with this privacy statement to the MTFX Chief Privacy Officer.

MTFX reserves the right to modify or supplement this privacy statement at any time. If we make any material change to this privacy statement, we will notify you by posting such changes on our MTFX websites. Please read any such notice and any changes to our privacy statement. Your continued use of our services after we have notified you of changes will constitute your acceptance of the new terms, and such terms will henceforth apply to information previously furnished to us, as if they were the initial terms. However, we will seek your consent if we want to use your personal information for purposes other than those you have agreed to previously.

CONTACT US

In order to fulfill any requests, answer any questions or address any concerns about our Privacy policies, please contact our Chief Privacy Officer by mail, fax or email at the following addresses:

Mailing Address:

2750 14th Avenue, Suite 306 Markham,
ON, Canada, L3R 0B6
Attn: Chief Privacy Officer

Toll Free: 1.800.832.5104
Fax: 1.800.206.1740
Email: privacy@mtfxgroup.com