

# **PeaceWorks Computer Consulting Inc.**

## **Commitment to Confidentiality of Client Information Policy Document P003**

### **Policy**

PeaceWorks Computer Consulting Inc. (hereinafter PeaceWorks) recognizes and respects the confidentiality of our clients' information. All employees and consultants of PeaceWorks shall abide by the principles of confidentiality at all times and in all ways possible. PeaceWorks' practices of confidentiality shall include but not be limited to the following practices:

### **Specific Practices**

1. The PeaceWorks Privacy Officer shall monitor compliance with this Commitment.
2. PeaceWorks shall not store client information without the client's consent.
3. PeaceWorks shall identify the purposes for which we store or collect client information.
4. PeaceWorks shall collect only information for which a purpose has been identified.
5. PeaceWorks shall not retain client information beyond its usefulness for fulfilling identified purposes.
6. PeaceWorks shall not disclose client information to a third party unless permission has been granted to do so.
7. PeaceWorks shall take appropriate measures to ensure that client information is secure while in our possession.
8. PeaceWorks shall provide a summary of stored client information upon request.

---

Signature of PeaceWorks Representative

---

Name of PeaceWorks Representative

---

Date