

Privacy Protection - Frequently Asked Questions

- ◆ What is “personal information”?
- ◆ Does Ongwanada Use personal information?
- ◆ Does Ongwanada disclose personal information to third parties?
- ◆ Does Ongwanada collect cookies or data about me when I access its web site?
- ◆ Will my personal information be used for direct mailings or e-mail?
- ◆ Why is this information appearing on your website now?
- ◆ Where else can I get information about privacy?

What is “personal information”?

“Personal Information” is the term used in the Federal *Personal Information Protection and Electronic Documents Act*. For example, it includes information such as name, home address, telephone number, date of birth, financial information, social insurance number, medical information and information regarding internet IP addresses.

Does Ongwanada Use personal information?

Ongwanada collects and uses personal information for various purposes. Personal information, including medical information, is used in recruiting candidates for positions with the organization, to administer employee pay and benefits and for other related purposes.

Does Ongwanada disclose personal information to third parties?

Ongwanada does not provide personal information to other companies except for data relating to specific applications such as x-rays, which must be sent off site for interpretation and reporting and employer pay and benefit administration.

Does Ongwanada collect cookies or data about me when I access its website?

Ongwanada does not use cookies on its website or retain records of visitor’s IP addresses.

Will my personal information be used for direct mailings or e-mail?

Ongwanada does not compile mailing lists for third parties and does not mail marketing materials.

Why is this information appearing on your website now?

Ongwanada is adhering to the provisions of the *Personal Information Protection and Electronic Documents Act*, which came into effect on January 2, 2001. This statute requires that companies adhere to certain privacy principles and publicize their privacy

policies.

Where else can I get information about privacy?

In addition to Ongwanada's Privacy Policy, you can obtain additional information about our privacy practices by contacting Ongwanada's Privacy Coordinator at privacy@ongwanada.com, or by writing to:

Privacy Coordinator
Ongwanada
191 Portsmouth Avenue
Kingston, Ontario
K7M 8A6

Fax: (613) 548-8135

Additional information on the Personal Information Protection and Electronic Documents Act is available from the Privacy Commissioner of Canada website at www.privcom.gc.ca

Additional information on the Personal Health Information Protection Act is available from the Privacy Commissioner/Ontario website at www.ipc.on.ca.