

## **PRIVACY STATEMENT**

The *Personal Information Protection and Electronic Documents Act*, Canada was proclaimed effective January 1, 2004, and requires most persons, firms and corporations who collect Personal Information to maintain that Information in strict safekeeping, and use that information solely for the purpose for which it was collected. In the course of their duties, the Board of Trustees and the Plan Administrator collect from the Membership certain pieces of Personal Information (such as home address, date of birth, names of spouse and other dependants, and the Member's Social Insurance Number, etc.), all of which is essential to the proper administration of the Plans as well as determining every Member's entitlement to receive a Benefit. Personal Information is revealed by the Member when completing a Member Information Card, submitting a Claim for Welfare Plan Benefits, or an Application to receive a Benefit from the Pension Plan. The Plan Administrator maintains that Information in hard copy which is stored in locked cabinets or locked storage rooms, and electronically which can be accessed only by authorized persons using the password system.

The Plan Administrator has developed a Privacy Policy which has been in force since November, 2003, and by which every employee of the Plan Administrator has agreed to abide. The Plan Administrator has also appointed two Privacy Officers to ensure that the Privacy Policy is observed without exception. If you would like to receive a copy of this Privacy Policy, or if you have any question on that subject, please write to:

Privacy Officer  
Employee Benefit Plan Services Limited  
45 McIntosh Drive  
Markham, Ontario  
L3R 8C7