

FREQUENTLY ASKED QUESTIONS

- Q. Why does Carol Kos C.G.A. Professional Corporation collect personal information about its clients?**
- A. Carol Kos C.G.A. Professional Corporation collects personal information for the following purposes only:
- to provide you with professional assurance, tax or advisory services
 - to advise about new products and services that may be of interest to you
 - to develop, manage and improve our services to clients
 - to respond to communications from you
 - to invoice and process payment for professional services and products provided by us to you
 - to register you for events and conferences
 - to process your application for employment and/or
 - to meet legal and regulatory requirements or to achieve any other purpose for which an individual has provided their consent or as required or permitted by law
- Q. Who is responsible for Carol Kos C.G.A. Professional Corporation’s personal information management practices?**
- A. Responsibility for Carol Kos C.G.A. Professional Corporation’s personal information management practices, including compliance with the provisions of The Carol Kos C.G.A. Professional Corporation Privacy Code, rests with the Carol Kos C.G.A. Professional Corporation Privacy Officer who can be reached at 204-257-1007 or via carol.kos@koscca.ca.
- Q. How does Carol Kos C.G.A. Professional Corporation protect my personal information?**
- A. Carol Kos C.G.A. Professional Corporation protects your personal information against such risks as loss or theft, unauthorized access, disclosure, copying, use, modification or destruction, through appropriate security measures, regardless of the format in which it is held. Carol Kos C.G.A. Professional Corporation’s employees follow procedures to protect and safeguard your personal information.
- Q. As a Carol Kos C.G.A. Professional Corporation client, can I place restrictions on the collection, use and disclosure of my personal information?**
- A. Yes. You may refuse or withdraw your consent at any time. Please see The Carol Kos C.G.A. Professional Corporation Privacy Protection Pledge for details.
- Q. How can I best understand how Carol Kos C.G.A. Professional Corporation deals with the collection, use and disclosure of my personal information?**
- A. The Carol Kos C.G.A. Professional Corporation Privacy Protection Pledge sets out our commitment to protecting your privacy. More detailed information can be found in The Carol Kos C.G.A. Professional Corporation Privacy Code.
- Q. How is personal information defined under the *Personal Information Protection and Electronic Documents Act (Canada)*?**

A. Personal information is defined as any information about an identifiable individual, but does not include the name, title, business address or telephone number of an employee of an organization.

Q. **Why has Carol Kos C.G.A. Professional Corporation made available The Carol Kos C.G.A. Professional Corporation Privacy Protection Pledge?**

A. Carol Kos C.G.A. Professional Corporation wants you to understand the purposes for which we collect, use and disclose personal information about our clients. Furthermore, we want to be sure that we have your consent to continue to collect, use and disclose your personal information for those purposes outlined in The Carol Kos C.G.A. Professional Corporation Privacy Protection Pledge. Finally, we have also developed The Carol Kos C.G.A. Professional Corporation Privacy Code to more fully explain our personal information management practices and to respect the *Personal Information Protection and Electronic Documents Act* (Canada).

Q. **Where can I obtain more information on privacy?**

A. For a copy of the *Personal Information Protection and Electronic Documents Act* (Canada), please visit the Privacy Commissioner of Canada's web site at www.privcom.gc.ca.