

THE PRESTON MATTHEWS GROUP INC.

PRIVACY POLICY

The Preston Matthews Group Inc. respects the privacy of its clients and the subjects of its investigations. It is responsible for the information it collects, holds or is under its control. Due to the investigative nature of our business, the personal information we collect, hold or is under our control is protected by solicitor-client privilege. Furthermore, we have designated a Privacy Officer to ensure our compliance with both provincial (PIPA) and federal (PIPEDA) privacy legislation; to receive and respond to questions and complaints; and to deal with access and rectification of files. If a client and/or subject have any concerns regarding the manner in which The Preston Matthews Group Inc. has handled his or her personal information he or she may contact our Privacy Officer:

Chief Privacy Officer
The Preston Matthews Group Inc.
2542-349 West Georgia Street
Vancouver, BC V6B 3W8

Types of Personal Information We Collect and Hold

The nature of personal information we collect may include:

1. Information we receive from our clients, such as name, gender, address, phone number, cellular phone number, email address, occupation, occupation address, vehicle, driver's license number, social insurance number, credit card number, and chequing account information;
2. Information we receive from our clients regarding the subject(s) of our investigation(s), such as name, gender, address, phone number, email address, occupation, occupation address, employment history, vehicle, driver's license number, social insurance number, credit card number, banking information, chequing account information, religion, associations and/or clubs, relatives, friends, medical history, educational history, photographs and videos;
3. Information we learn from the course of an investigation, which may include any of the aforementioned items in 2. By investigation, we mean any investigation related to
 - a. A breach of an agreement,
 - b. A contravention of an enactment of Canada or a province,
 - c. A circumstance or conduct that may result in a remedy or relief being available under an enactment, under the common law or in equity, or
 - d. The prevention of fraud, if it is reasonable to believe that the breach, contravention, circumstance, conduct or fraud in question may occur or may have occurred.

The type of personal information The Preston Matthews Group Inc. collects about an individual is dependent upon the type of investigation for which The Preston Matthews Group Inc. has been retained. We will restrict the personal information we collect from each client and obtain in the course of an investigation to the minimum required to successfully accomplish the task for which we have been retained.

Purposes for Collecting Your Information

We will only collect information when we have been contracted to conduct an investigation. We may collect information on the subject of an investigation without consent. If that is the case, the reason why consent was not obtained is clearly outlined in the Personal Information Protection Act (PIPA), Part 4 – Collection of Personal Information, Sections 12 (1) (c), (d), and (e).

How We Use Personal Information

We use personal information to aid in conducting an investigation in which we have been retained. We will restrict our use of personal information to the investigation in which we have been retained.

Disclosure of Information

We will only disclose information that is learned from an investigation we conduct, and then we will only disclose this information to our client.

Consent

Canada's privacy laws stipulate that an individual's consent is required prior to or at the time The Preston Matthews Group Inc. collects his or her information. Except for certain limited exceptions defined in Canada's privacy laws, consent is also required prior to our disclosing any personal information to a third party. However, given the nature of our business, consent is not always something that can be obtained in the course of an investigation. If that is the case, the reason why consent was not obtained is clearly outlined in the Personal Information Protection Act (PIPA), Part 4 – Collection of Personal Information, Sections 12 (1) (c), (d), and (e).

Protection of Personal Information

The Preston Matthews Group Inc. will take all reasonable precautions to protect the information entrusted to us by our clients and obtained in the course of an investigation.

The Preston Matthews Group Inc. uses a number of manual and electronic controls to protect personal information that has been provided to us and obtained by us in the course of an investigation. These controls include restricted access to our premises, user authentication encryption, firewall technology and the use of detection software.

Furthermore, The Preston Matthews Group Inc. only allows access to an individual's personal information to those employees who need to use it in the course of their work. These employees are made aware of this responsibility and are trained in the proper handling of this information.

Finally, The Preston Matthews Group Inc. will not disclose any client information, any subject information, or any information learned in the course of an investigation to any external organization or individual without the explicit written consent from our client.

Retention of Personal Information

The Preston Matthews Group Inc. will only retain an individual's personal information for as long as is necessary to fulfill the purposes for which it was collected or as required by law.

Accessing Your Personal Information

An individual has the right to access his or her personal information subject to any legal restrictions. If there are any reasons why access is denied, the individual will be advised of those reasons in writing.

When an individual demonstrates that any information held is inaccurate or incomplete, The Preston Matthews Group Inc. will make appropriate changes to that information. Any concerns regarding information that The Preston Matthews Group Inc. maintains should be addressed to our Privacy Officer.