

Privacy Policy

Privacy Statement

Our Company is dedicated to protecting your privacy and safeguarding the personal information we collect.

Personal Information

We do not collect personal information about you without your consent.

Use

We may use the personal and financial information you supply to communicate with you, process credit applications and to provide the products and services you have requested.

We only use personal information for the purposes that we have disclosed to you. If for any reason your information is required to fulfill a different purpose, we will notify you and ask you for your consent.

We will not share personal information about you with other parties unless it is necessary to provide the services or products you request, or if we are required to do so by law.

Storage of Information

All personal information we have is stored securely and is accessible only by our staff as necessary to serve you. Personal information is kept by us as required during ongoing transactions or as we are required to by tax or other laws.

Questions

If you have any questions or concerns regarding our privacy policy or its application, you may contact our Privacy Officer at:

Privacy Officer
Bodkin Leasing Corporation
2150 Dunwin Drive, Unit 1
Mississauga, Ontario
L5L 5M8

Or email
privacyofficer@bodkin.com

Ten Principles

Following are the ten principles that form the foundation for the new privacy legislation.

1. Accountability

Every employee of the Company is responsible for personal information under his or her control and the company will designate an individual or individuals to be accountable for compliance with this policy.

2. Identifying Purposes

The purposes for which personal information is collected shall be identified before or at the time the information is collected.

3. Consent

The knowledge and consent of the individual is required prior to collection, use or disclosure of personal information except where required by law.

4. Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified. Personal information shall be collected by fair and lawful means.

5. Limiting Use, Disclosure and Retention

Personal information will not be used, disclosed or retained for purposes other than those for which the information was collected, except with the permission of the individual, or as required by law.

6. Accuracy

Personal information shall be as accurate, complete and up-to-date as is necessary for the identified purposes for which it is to be used.

7. Safeguarding Personal Information

Personal information will be protected by safeguards appropriate to the sensitivity of the information.

8. Openness

Our employees are required to make information available to customers concerning the policies and practices that apply to the management of their information.

9. Individual Access

Upon request, an individual will be informed of the existence, use and disclosure of their personal information and shall be given access to it. An individual may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate.

10. Handling Complaints and Suggestions

Individuals may direct any questions or enquires with respect to the privacy principles outlined above or about our practices by contacting the designated person(s) accountable for privacy in our Company.