

Privacy Policy

Payment Source Inc. (herein after referred to as "we" and "our" and "us") is committed to respecting the privacy of our customers (herein after referred to as "You" and "you" and "client") and recognizes the need for the appropriate management and protection of any Personal Information (as defined herein) entrusted with us. We are compliant with all applicable privacy laws including the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5 ("PIPEDA").

In order to comply with PIPEDA and other provincial privacy laws, we must first obtain our clients (the "Clients") consent prior to collecting, using, storing or disclosing a Client's personal information.

What is Personal Information?

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

What Information is Collected?

In order to provide our services to you, we may need to collect the following information:

- Contact Information: includes full names, addresses, postal codes, phone numbers, and email addresses
- Additional Personal Information: includes but not limited to first name, age, marital status, occupation, income range, criminal record status, photographs, and health issues.
- Financial Information: means clients' payment card information and payment card expiry date.

We only collect the personal information necessary for providing you with our services.

Why Do We Collect Personal Information?

We collect Personal Information to:

- Complete sales transactions
- Assist in marketing and promotional initiatives
- Assist in delivery of services to clients

What Information is Disclosed?

If a client wishes to submit information for the intended purpose of contacting Payment Source, we may ask for an email address, name, phone number, address, and potentially other personal information in the future.

We will never disclose a client's Personal Information to third parties (other than as set out above) unless required to do so by law or as authorized by PIPEDA.

How Long Do We Keep Your Personal Information?

We retain paper copies or electronic copies of Clients' Personal Information during the term of their contract with us and for seven (7) years thereafter, at which time all documents which contain Clients' Personal Information are shredded and destroyed, or erased (as applicable).

Privacy Officer

PIPEDA provides individuals with certain rights regarding access to and correction of errors in their Personal Information collected and held by us. For more information on our Privacy Policy or your rights under PIPEDA, to view or correct your personal information, please contact our privacy officer at:

Privacy Officer

Address: Payment Source Inc., #305 – 365 Evans Avenue, Toronto, ON M8Z 1K2

Email: privacy@paymentsource.ca

Information is also available from the Office of the Privacy Commissioner of Canada

Privacy Policy last updated March 14, 2016.