

Privacy and Security Statement

Lloyd Tapper and Corey Ralph are co-owners of Canada Filler Mart, INC operating as Dermal Distributors Outlet. Corey Ralph is Office Manager, Privacy Officer and Security Director who has been appointed Assistant Privacy Officer. He will manage the day-to-day compliance with these policies and procedures and will be the point of contact for clients and employees and others for privacy-related questions and issues. All employees and staff are made aware of the roles of the Privacy Officer and the Office Manager through conversations, posters and other materials.

Dermal Distributors Outlet shall maintain policies and procedures to promote knowledge and awareness of the rights of clients including the right to access their own personal and business information and to request amendment of it where there are errors and omissions. Policies and procedures will also be established to maintain administrative, technical and physical safeguards to protect personal and business information. These policies and procedures are reviewed annually and amended as required.

All employees and staff, at Dermal Distributors Outlet are obligated to protect personal and business information in accordance with Health Canada and this Policy Manual, which includes the signing of a confidentiality agreement annually.

Dermal Distributors Outlet creates a culture of privacy by awareness activities, educational opportunities and privacy and security training to ensure compliance.

Dermal Distributors Outlet takes reasonable steps to ensure the personal and business information collected, used and disclosed is accurate and complete and its integrity is preserved.

Dermal Distributors Outlet provides clients with information on the purpose for the collection, use and disclosure of their personal and business information and is open with clients about the business's privacy and information practices. Requests may be made verbally or in writing.

Dermal Distributors Outlet provides a confidential process for clients to lodge a complaint regarding the business's adherence to its policies and procedures, or to notify the business of a potential or suspected breach of privacy.

Dermal Distributors Outlet provides clients with access to their own personal and business information upon request. Requests may be made in writing.

Dermal Distributors Outlet responds to all requests from clients to amend their personal and business information. Factual personal and business information that is incorrect will be corrected when reasonably possible.

Dermal Distributors Outlet recognizes the right of a client to designate someone to make decisions on their behalf regarding the collection, use and disclosure of their personal and business information. Others may make decisions about a client's personal and business information when authorized to do so by law.

Dermal Distributors Outlet collects only the personal and business information that is reasonably necessary to provide sales and services.

Classification: Protected A

Dermal Distributors Outlet discloses personal and business information as part of providing sales/services to its clients. If personal and business information is disclosed for other purposes, it will be with the consent of the client, or the disclosure is authorized without consent by law.

Dermal Distributors Outlet will take all reasonable steps to comply with a client's request to limit the collection, use and disclosure of their personal and business information.

Dermal Distributors Outlet uses written agreements to establish responsibilities and mitigate risk when third parties are using personal and business information on behalf of the practice or to whom and Dermal Distributors Outlet has disclosed personal and business information.

Dermal Distributors Outlet considers a privacy breach as a collection, use or disclosure of personal and business information in contravention of *Privacy Act* and these policies.

Dermal Distributors Outlet responds promptly to potential, suspected and confirmed privacy and security breaches. The Privacy Officer will engage the necessary expertise in managing breaches.

Dermal Distributors Outlet maintains up-to-date business continuity and disaster recovery plans that provide guidance on how to manage an interruption in business due to unplanned events.

Dermal Distributors Outlet maintains security software licenses that provide regular updates to the firewall, anti-virus, malware and the virtual private network software. And these automated updates are validated at the beginning of each quarter.

Dermal Distributors Outlet ensures that the operating manager's physical office space is secure.