

Personal Information Protection Electronic Documents Act (PIPEDA)

The information that Marlon Gibbons music • media collects on its clients and colleagues include name, address (home and office), server and FTP access data, business description, email, website, business operation rates.

Accountability. The privacy officer of Marlon Gibbons music • media is the owner and sole proprietor, Marlon Gibbons. The responsibility of the privacy officer is to respond to enquiries, complaints, update information, understanding the legislation.

Purpose. Information is gathered from clients for the following purposes:

- to refer business to the individual
- to generate an invoice
- to be able to contact personally
- to give information for business use
- to conduct relevant services for clients and notify them of
project and work related changes
- to distribute material and assets to clients

Consent. Consent is obtained from each client or vendor by clear verbal and/or email that explains the use of material and asks for their consent. The verbal and/or digital requisition explains that information will not be used for

any other reason than business application solely between Marlon Gibbons music • media and said client.

Limit Use, Disclosure & Retention. Information gathered is retained in software, MS Excel and is on one computer owned by Marlon Gibbons music • media. Hard copies are not kept. Business information such as name, business and website link is mounted with permission of the client on a website, www.marlongibbons.com. Information is deleted upon withdrawal from business contact. Only Marlon Gibbons has access to information gathered. Information will be destroyed by hard drive deletion at the request of the client.

Accuracy. Information is gathered by email, print or verbal. Clients take on responsibility for accuracy

Safeguards. The electronic database is password protected. The computer system has firewall. Only one person has access to the information and no unauthorized parties can access information.

Transparency. The privacy policy of Marlon Gibbons music • media is published on the website at www.marlongibbons.com It is also filed electronically on the computer of Marlon Gibbons.

Any client or vendor can request information through email or telephone or snail mail contact to Marlon Gibbons Phone 705 427-1743. email: info@marlongibbons.com The information will be confirmed within reasonable time, no longer than 5 working days.

Recourse. To find resolution to a complaint, approach first the privacy officer of Marlon Gibbons music • media.

Should that prove unsatisfactory, individuals can contact the Privacy Commissioner of Canada, 112 Kent St., Ottawa, ON K1A 1H3.