# **Privacy Policies &** Legal Terms of Use

This is the privacy policy of International Name Plate Supplies Limited. This document explains INPS's policies for the collection, use and disclosure of personal information. INPS abides by applicable privacy legislation.

#### The information we collect

INPS collects information by various methods including information actively provided by its customers.

The types of personal information we collect include names, contact information and credit information.

#### How we use this information

This information is used for customer service, accounting and billing.

INPS may use aggregate or anonymous information which will not be linked to identified individuals for various other uses for itself and third parties.

## Who we share this information with

INPS does not share personal information with any third parties except as disclosed in this policy.

INPS may provide personal information to its consultants, subcontractors and professional advisers (which shall be bound by privacy obligations) to assist INPS's uses disclosed herein.

We may use subcontractors located in Canada and the United States to process personal information. More information can be obtained from our Privacy Officer.

# Security

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

## **Accessing information**

Individuals may review their personal information contained in INPS files by contacting the INPS privacy officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

## General

INPS may amend this policy from time to time by posting an updated version on our website. If such amendments affect how INPS uses or discloses personal information already held by INPS in a material way, INPS will obtain consent.

Notwithstanding the general terms of this policy, the collection, use, and disclosure of personal information may be made outside of the terms herein to the extent provided for in any applicable privacy or other legislation in effect from time to time, or pursuant to court orders

INPS may disclose personal information to another entity purchasing (including for diligence purposes prior to purchase) the assets of INPS, provided that entity abides by this or a similar privacy policy.

## Contact

For more information on INPS and privacy. Please contact us at: **1.800.565.3509.** 

