



Hants-Kings Business Development Centre Limited

80 Water Street, Suite 3

P.O. Box 2788

Windsor, N.S., B0N 2T0

Tel: (902) 798-5717 Fax: (902) 798-0464

In the course of considering your application for assistance, or any renewal or extension, we will collect information about you and your business. It will include information regarding income, debt, ownership of assets and any other information relevant for the purposes of assessing your application. This information is confidential. A copy of the privacy principles to which we adhere is printed on the back of this form. Any concerns you may have about your personal information should be addressed to the Executive Director at the address set out above.

You should be aware that we receive funding from the Atlantic Canada Opportunities Agency (ACOA), Human Resources Development Canada (HRDC) and certain other government organizations. The terms of our agreements with those organizations require that we maintain the information that we collect for a period of not less than seven years from the date that the application is rejected or the loan, if granted, is repaid.

By signing below, you consent to our collecting and using the information referred to above, and to its disclosure to the organizations referred to above, credit reporting agencies and to any person with whom you have or propose to have financial relations.

Your Privacy Practices

During the course of considering your application and any subsequent relationship between our CBDC and your business, you may provide us with personal information that is within your control. We rely on you to ensure that you have complied with the provisions of the *Protection of Privacy and Electronic Documents Act* and any other applicable legislation or requirements before releasing that information to us. By signing below, you are confirming that you have complied with these requirements and are authorized to provide us with the information we require.

Client Name

Client Signature

Date

Client Name

Client Signature

Date



Community Business Development Corporations Ten Privacy Principles

Our Ten Privacy Principles

We are committed to maintaining the accuracy, confidentiality, and security of your personal information. As part of this commitment, we have adopted Ten Privacy Principles to govern our actions as they relate to the use of this information. These principles have been built upon the values set by the Canadian Standards Association's *Model Code for the Protection of Personal Information* and Canada's *Personal Information Protection and Electronic Documents Act*.

Principle 1 - Accountability

We are responsible for maintaining and protecting the personal information under our control. In fulfilling this mandate, we have designated an individual who is accountable for that compliance with the Ten Privacy Principles.

Principle 2 - Identifying Purposes

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

Principle 3 - Consent

We require your knowledge and consent for the collection, use or disclosure of personal information except where required or permitted by law.

Principle 4 - Limiting Collection

The personal information collected must be limited to those details necessary for the purposes identified by us. Information must be collected by fair and lawful means.

Principle 5 - Limiting Use, Disclosure and Retention

Personal information may only be used or disclosed for the purpose for which it was collected unless you have otherwise consented, or unless the disclosure is required or permitted by law. Personal information may only be retained for the period of time required to fulfill the purpose for which it was collected.

Principle 6 - Accuracy

Personal information must be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

Principle 7 - Safeguarding Customer Information

Personal information must be protected by security safeguards that are appropriate to the sensitivity level of the information.

Principle 8 - Openness

We will make information available to you concerning the policies and practices that apply to the management of your personal information.

Principle 9 – Access to Personal Information

Upon request, you will be informed of the existence, use and disclosure of personal information relating to you, and shall be given access to it to the extent permitted by law and Bar Society regulation. You may verify the accuracy and completeness of that information, and may request that it be amended, if appropriate.

Principle 10 - Handling Complaints and Suggestions

You may direct any questions or enquires with respect to the privacy principles outlined above or about our practices by contacting our Information Officer.