

TR*Electronic*
positioning for the future _____

The TR ELECTRONIC Commitment to Privacy

At TR ELECTRONIC, we are committed to protecting your privacy. Any time you do business with TR Electronic, or anyone acting as an agent on our behalf, your personal information is protected by the safeguards of our privacy policy.

What is personal information?

Personal information is information about an identifiable individual. This includes information about your product and service subscriptions and usage. Publicly available information, such as a public directory listing of your name, address, telephone number and electronic address, is not considered personal information.

TR Electronic will collect personal information for the following purposes:

- to establish and maintain a responsible commercial relationship with our customers, suppliers and partners, and provide you with ongoing service;
- to understand your needs and develop and recommend suitable products & services;
- to develop, enhance, market or provide products and service
- to inform you of our services or products other than those which you are currently using or have requested information on, this includes sending you information promoting new products and services
- to manage and develop our business and operations, including personnel and employment matters; and
- to allow us to comply with any legal requirements or regulatory requirements imposed on us by various regulatory boards or agencies to follow procedures mandated by such boards or agencies in respect of the provision of our products as services
- for recruiting purposes, your candidate folder may include: your resume, reference and background information, letters of referral and education documents. When you submit your resume to us we assume implied consent to this information
- and to any additional purposes for which we have obtained your consent to the use or disclosure of your personal information (which consent may be express, deemed or implied)

Your personal information will not be used for any other purpose without your consent.

Questions, Concerns and Requests for Further Information

If you have questions or concerns about your privacy, you can contact our Chief Privacy Officer using the contact information below, or call directly at (519) 452-1233.

You may write to us at:

TR Electronic
Attn: Chief Privacy Officer
PO Box 2543, Station B
London, Ontario, Canada, N6A 4G9

E-mail us at:

privacy@TRElectronic.com

To fax us:

(519) 452-7764

Our Web Sites:

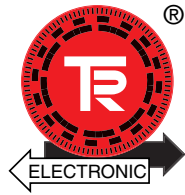
www.TRElectronic.com

Further Complaint Procedure

If TR ELECTRONIC does not resolve a privacy issue to your satisfaction, you may file a complaint with the Privacy Commissioner of Canada by calling 1 800 282-1376 or writing to:

The Privacy Commissioner of Canada
112 Kent Street
Ottawa ON K1A 1H3

email: trelectronic@trelectronic.com • web: www.trelectronic.com



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Our Privacy Policy

Accountability:

TR ELECTRONIC has appointed a Chief Privacy Officer, who is responsible for personal information under our control and is accountable for privacy compliance within our organization.

The Collection of Personal Information:

TR ELECTRONIC shall identify the purposes for which personal information is collected at or before the time the information is collected.

Obtaining consent for collection, use or disclosure of Personal Information

The knowledge and consent of a customer is required for the collection, use, or disclosure of personal information, except where inappropriate.

Limiting collection of personal information:

TR ELECTRONIC and its affiliated companies shall limit the collection of personal to that which is necessary for the purposes identified. Information will only be collected by fair and lawful means.

Limiting use, disclosure and retention of personal information:

TR ELECTRONIC and its affiliated companies shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Information will be retained only as long as necessary for the fulfillment of those purposes.

Accuracy of personal information:

Personal information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

Security safeguards:

TR ELECTRONIC shall protect personal information by security safeguards appropriate to the sensitivity of the information.