



**Progressive Case
Management Inc.**



**transforming
the lives of people**

Corporate Privacy Policy

Progressive Case Management Inc. takes the privacy and protection of your personal information very seriously. As a leading case management company, the collection and use of personal information is fundamental to our daily business operations. *Progressive Case Management Inc.* also takes the privacy and protection of its employees and consultants very seriously.

At *Progressive Case Management Inc.*, it is important for us to ensure the protection of your private personal information and have established the following corporate privacy policy to govern the actions of all *Progressive Case Management Inc.* employees and independent contractors as they relate to the collection, use, retention, and disclosure of personal information.

Every *Progressive Case Management Inc.* employee and contractor must abide by our commitment to your privacy and the handling of your personal information. We are committed to providing the highest quality case management services in a manner that promotes trust and confidence among our clients, customers, employees, and contractors.

WE ADHERE TO THE 10 PRINCIPALS OF THE PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PIPEDA) WHEN DEALING WITH PERSONAL INFORMATION.

1. ACCOUNTABILITY

Progressive Case Management Inc. is responsible for personal information under its control and has designated our director of corporate services (Kevin@progressivecasemanagement.com) who is accountable for the organizations compliance with the following principles.

2. IDENTIFYING PURPOSES

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

3. CONSENT

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except when inappropriate.

4. LIMITING COLLECTION

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

5. LIMITING USE, DISCLOSURE, & RETENTION:

Personal information shall not be used or disclosed for the purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for fulfillment of those purposes.

6. ACCURACY

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

7. SAFEGUARDS

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

8. OPENNESS

Progressive Case Management Inc. shall make readily available to individuals, specific information about its policies and practices relating to the management of personal information.

9. INDIVIDUAL ACCESS

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

10. CHALLENGING COMPLIANCE

An individual shall be able to address a challenge concerning compliance with the above principles to the designated privacy officer at e-mail (Kevin@progressivecasemanagement.com).