



## YOUR'S RIGHT TO PRIVACY BY LAW

Rent Cottage at Simcoe Privacy Principles complies with the provisions of Canada's Personal Information Protection and Electronic Documents Act:

**Principle 1: Accountability.** Rent Cottage at Simcoe is responsible for maintaining and protecting the personal information we collect.

**Principle 2: Identifying Purposes.** The purpose for which personal information is being collected will be explained either before or when it is collected.

**Principle 3: Consent.** Rent Cottage at Simcoe will obtain consent to collect, hold, use and disclose personal information.

**Principle 4: Limiting Collection.** Rent Cottage at Simcoe will collect only information to be able to provide you with services that you requested.

**Principle 5: Limiting Use, Disclosure and Retention.** Rent Cottage at Simcoe will use and disclose information only for the purposes identified, and will not share it with any other organization, unless required to do so by law.

**Principle 6: Accuracy.** Rent Cottage at Simcoe keep personal information as accurate, complete and up to date as is necessary for these purposes.

**Principle 7: Safeguards.** Rent Cottage at Simcoe protects personal information from unauthorized access, disclosure and use with appropriate safeguards and security measures.

**Principle 8: Openness.** Upon request, Rent Cottage at Simcoe will provide specific details about Rent Cottage at Simcoe's information handling policies and procedures.

**Principle 9: Access.** Rent Cottage at Simcoe will provide access to the personal information collected. An individual may check the accuracy of their personal information and request that it be amended as appropriate.

**Principle 10: Challenging Our Compliance.** Rent Cottage at Simcoe will investigate and respond to concerns about any aspect of our handling of personal information.

Rent Cottage at Simcoe treats the personal and confidential information of our clients as personal and confidential. At the same time, as we are providers of services using the owner's property, the collection and use of personal information is fundamental to our business.

Any information collected by or provided to us will be maintained in the client file, where access will be restricted to only:

- Employees of Rent Cottage at Simcoe, in the performance of their duties.
- Individuals to whom you have granted access.
- Individuals authorized by law.

The information you have given is necessary and will allow Rent Cottage at Simcoe to provide service, that you requested and allow us to administer your accounts.

Rent Cottage at Simcoe on their website provides hyperlinks to websites operated by parties other than Rent Cottage at Simcoe. Please be aware that when you click on links that take you to third-party web sites, you will be subject to their respective privacy policy. Rent Cottage at Simcoe cannot be responsible

for the actions of third parties. We encourage you to read the posted privacy statement whenever interacting with any web site.

You have the right to request access to your own personal and confidential information and if necessary, make changes to ensure that we have accurate information.

Should you have questions or concerns regarding the above, or wish to make changes to your personal information, we recommend that you speak directly to management of Rent Cottage at Simcoe.

Alternatively, you may contact Rent Cottage at Simcoe's Privacy Officer either via e-mail to [contact@rentcottagesimcoe.com](mailto:contact@rentcottagesimcoe.com) or in writing to:

Rent Cottage at Simcoe

32 Revcoe Dr., Toronto, ON, M2M 2B8

Attn: Alla Totrov

For more information on the federal Personal Information Protection and Electronic Documents Act (PIPEDA), please see the act posted in its entirety on the Federal Privacy Commissioner's website at [www.privcom.gc.ca](http://www.privcom.gc.ca)