



## PRIVACY POLICY

This is Quadro Communications Co-Operative Inc.'s ("Quadro") privacy policy. This document explains Quadro's policies for the collection, use and disclosure of personal information. Quadro abides by Personal Information Protection and Electronic Documents Act.

### THE INFORMATION WE COLLECT

Quadro collects information by various methods, mostly as actively provided by its customers. The types of personal information we collect include name, contact information, payment information, credit information, and information from Customer usage of Quadro services.

### OBTAINING CONSENT

Your consent to the collection, use, or disclosure of your account and personal information may be implied or expressed, through written, oral, electronic or any other method of communication.

The choice to provide Quadro with your consent is always yours; however, your decision to withhold such consent may limit our ability to provide you with certain products, services, or offers.

If Quadro ever wishes to use your personal information for uses outside of those required to provide you with our products and services, we will obtain your explicit permission before we do so. If you do grant such permission, you may revoke it at any time.

### HOW WE USE THIS INFORMATION

This information is used to provide our products and services, including to:

- establish and maintain a responsible commercial relationship with Customers;
- understand Customer needs and eligibility for products and services;
- recommend products, services and opportunities to Customers;
- provide information to Customers about developments and new products;
- develop, enhance and market our products and services;
- process billing and collect fees;
- obtain credit checks;
- provide customer support; and
- meet Quadro's legal and regulatory requirements.

Quadro 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

Quadro does not share personal information with any third parties except as disclosed in this policy. Quadro may provide personal information to credit agencies and Quadro's consultants, subcontractors and professional advisers (which shall be bound by privacy obligations) to assist Quadro's uses disclosed herein.

### SECURITY

Personal information is protected by security measures appropriate to the nature of the information.

### ACCESSING INFORMATION

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



## **GENERAL**

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

This policy was last updated on **July 2018**.

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 allowed or required in any applicable privacy or other legislation in effect from time to time, or pursuant to court orders.

## **CONTACT US**

For more information on Quadro and privacy please contact our Privacy Officer at:

[privacy@quadro.net](mailto:privacy@quadro.net)

***Privacy Officer***

***Quadro Communications***

***1845 Road 164, Kirkton, ON, N0K 1K0***