

## POLICY MANUAL

**SECTION:** Human Resources  
**SUBJECT:** Personal Information (PIPEDA)  
**APPROVED BY:** Director, Human Resources



**INDEX:** HR-A-90  
**Effective Date:** June 2016  
**Replaces Date:**

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### **SCOPE**

This policy applies to all employees.

### **POLICY**

The policy of Horizon Plastics is to ensure that we protect the privacy of our employees and customers.

Exceptions to this policy may be made only with the approval of Horizon Plastic's President.

### **PROCEDURE**

Horizon Plastics is committed to protecting our employee's personal information and adhering to all legislative requirements with respect to the protection of your privacy.

Unless written authorization is received from an employee, only information required to facilitate the administration of the employee-employer relationship will be required to be provided by an employee. This information may include the employees' Social Insurance Number, banking information, date of birth, telephone number, address, and information about dependents where required for benefit coverage.

Horizon Plastics will safeguard this information by securing it in a locked file at all times.

Personal information will remain confidential and be used only for the purpose for which it was collected unless written authorization to do otherwise has been received from the employee.

Any questions about privacy should be directed to Human Resources.

Employees who wish to view their employment file must put the request in writing to Human Resources who will arrange for the file to be viewed. Employees are not permitted to copy their personnel file and will not be permitted to view the file unless in the presence of a member of the HR team. Employees may provide a written notice of requested correction if any information in the file that was viewed as being incorrect.

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Employees who wish to release information to a third party must provide written permission to do so including specific details of the information to be disclosed.

Any employee who is to be found in contravention of the policy will be subject to disciplinary action up in accordance with the policy.

***This privacy policy has been developed to comply with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA"). PIPEDA sets out rules for the collection, use and disclosure of personal information in the course of commercial activity as defined in the Act.***