



Personal Information Protection and Electronic Documents Act (PIPEDA)

This Act governs information collected as part of commercial activity by any private sector organization. It states that information must be gathered with consent, collected for a reasonable purpose, used for the limited purposes for which it was gathered, be accurate, be open for the owner's inspection and correction, and be stored securely. Trevello Travel Group Inc. already maintains a high level of security with respect to the confidentiality of your records, but we are now obligated by law to advise and obtain consent to the terms of the collection, distribution, and storage of your data.

Full guidelines as per Government of Canada
https://www.priv.gc.ca/media/2038/guide_org_e.pdf

Confidentiality Agreement

With regard to the provisions of the Privacy Act, I hereby give my permission for Trevello Travel Group Inc. (also DBA Trevello) to maintain personal information already on file, and to collect further information for the purpose of contacting me by mail, fax, telephone and/or email with relevant information and other services they may offer.

Signature _____

Date _____



10 Principles of the Privacy Act

Be Accountable

- Comply with all 10 principles
- Appoint an individual to be responsible for your organization's compliance
- Protect all personal information held by your organization or transferred to a third party
- Develop and implement policies and practices that support the intent of the Act

Identify the Purpose

- Identify why the personal information is needed by your organization, and how it will be used. Document why the information is collected
- Inform the individual from whom the information is collected and why it is needed
- Identify any new uses for the information and obtain the individual's consent before using it for that new purpose

Obtain Consent

- Inform the individual in a meaningful way of the purposes for the collection, use, or disclosure of personal data
- Obtain the individual's consent before or at the time of collection, as well as when a new use is identified

Limit Collection

- Do not collect personal information indiscriminately
- Do not deceive or mislead individuals about the reasons for collecting personal information

Limit Use, Disclosure, and Retention

- Use or disclose personal information only for the purpose for which it was collected, unless the individual consents, or the use or disclosure is authorized by the Act
- Keep personal information only as long as necessary to satisfy the purposes
- Put guidelines and procedures in place for retaining and destroying personal information



- Keep personal information used to decide about a person for a reasonable time period. This should allow the person to obtain the information after the decision and pursue redress
- Destroy, erase, or render anonymous information that is no longer required for an identified purpose or a legal requirement

Be Accurate

- Minimize the possibility of using incorrect information when deciding about the individual or when disclosing information to third parties

Use Appropriate Safeguards

- Protect personal information against loss or theft
- Safeguard the information from unauthorized access, disclosure, copying, use or modification
- Protect personal information regardless of the format in which it is held

Be Open

- Inform customers, clients, and employees that you have policies and practices for the management of personal information
- Make these policies and practices understandable and easily available

Give Individuals Access

- When requested, inform individuals if you have any personal information about them
- Explain how it is or has been used and provide a list of any organizations to which it has been disclosed
- Allow individuals access to their own information, if requested
- Correct or amend any personal information if its accuracy and completeness are challenged and found to be deficient
- Provide a copy of the information requested or reasons for not providing access (there are some exceptions set out in Section 9 of the Act)
- An organization should note any disagreement on the file and advise third parties where appropriate



Provide Recourse

- Develop simple and easily accessible complaint procedures
- Inform complainants of avenues of recourse
- Investigate all complaints received
- Take appropriate measures to correct information handling practices and policies