

Privacy Policy

UPDATED January 2010

This website privacy policy is intended to provide Vanguard Emergency Management Consulting Inc. website visitors with information about how we treat private and personal information received on the Internet.

As an organization that is recognized nationally as a leading professional vendor of Business Continuity and Emergency Management services, Vanguard Emergency Management Consulting Inc, is serious and sensitive about the importance of information and privacy.

Vanguard EMC Inc's commitment to privacy is demonstrated in its website information practices, including what type of information is gathered and tracked, how the information is used, and with whom the information is shared. Our privacy policy complies with the OECD Privacy Guidelines on the Protection of Privacy and Transborder Flow of Personal Data Guidelines:

http://www.oecd.org/document/18/0,2340,en_2649_34255_1815186_1_1_1_1,00.html

Why a Privacy Policy?

Vanguard EMC Inc. provides this Policy on its public website — accessible for anyone to view or print — so that visitors to its website can understand the type of personal information held, the purposes for which it is held, and how it is collected, used, and disclosed.

What information does Vanguard EMC Inc. collect — and how is it used?

You can visit the Vanguard EMC Inc. website to learn more about Vanguard EMC Inc. and its offerings, or simply to gather information, and you can do that without disclosing your personal information.

If you choose to provide Vanguard EMC Inc. with information about yourself, Vanguard EMC Inc. will act in a responsible manner. We may store and disclose personal information as allowed or required by applicable law, including making disclosures that are necessary or advisable to:

- protect the rights, safety or property of Vanguard EMC Inc. or others
- to conform to legal or regulatory requirements

Why Vanguard EMC Inc. collects personal information?

Various pages of Vanguard EMC Inc. website invite visitors to email their name and contact details, for example to submit a request for information, to register, or to receive information about courses.

The types of personal information needed to fill requests might include your name, name of organization, address, email address, telephone number, and credit card information.

At Vanguard EMC Inc. "personal information" includes those types and categories of information described in Canadian private sector privacy legislation and records of clients, colleagues, customers, vendors and competitors.

Why is personal information held, and how is it used?

Vanguard EMC Inc. holds personal information for administrative purposes; to provide contact details for sending bulletins, newsletters, press releases, notices, and other information relating to Vanguard EMC Inc., to respond to your requests, and to fulfill organizational functions, responsibilities, and activities.

In other words, Vanguard EMC Inc. collects, uses, and discloses personal information only for purposes that a reasonable person would consider appropriate under these circumstances.

Vanguard EMC Inc. or someone else on its behalf may contact you in response to your feedback or query and for other purposes that are in accordance with your instructions.

Who does Vanguard EMC Inc. share information with?

Vanguard EMC Inc. does not use or disclose personal information about any individual for a purpose other than the primary purpose for which it is collected. There are some exceptions to the above rule. For example, Vanguard EMC Inc. might be obliged by contract or by law to collect, use or disclose information.

Your personal information may be stored and disclosed if doing so is necessary to:

1. comply with the law or with legal process;
2. protect and defend Vanguard EMC Inc's rights and property;
3. protect against misuse or unauthorized use of Vanguard EMC Inc's website;
4. protect the personal safety or property of those involved with Vanguard EMC Inc, people who use the Vanguard EMC website, or the public (among other things, this means that if you attempt to provide stolen credit card details or pose as someone else, information about you may be disclosed as part of any investigation into your actions).

If you ask, Vanguard EMC Inc. will provide you the names of outside companies or organizations to which your information has been given.

Will personal information be sent outside of Canada?

Vanguard EMC Inc. will transfer personal information about an individual to someone in a foreign country only if it reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds the principles for fair handling of the information that are substantially similar to the principles of Canadian private sector privacy legislation; or

- a. the individual consents to the transfer
- b. the transfer is necessary for the performance of a contract between the individual and Vanguard EMC Inc.
- c. to implement pre-contractual measures taken in response to the individual's request
- d. the transfer is necessary for the conclusion or performance of a contract finished in the interest of the individual between the organization and a third party
- e. all of the following apply:
 - i. the transfer is for the benefit of the individual
 - ii. it is impractical to obtain the consent of the individual to that transfer;
 - iii. if it were practical to obtain such consent, the individual would be likely to give it

What about links to other sites that appear on the Vanguard EMC Inc. website?

Links to other websites may appear within the Vanguard EMC Inc. website, and are provided as a convenience to website visitors. Vanguard EMC Inc. is not responsible for content, business practices, or the privacy policies of linked sites.

Site visitors are encouraged to be aware when they leave the Vanguard EMC Inc. website, and to read the privacy statements of each and every website that they visit and which might collect personally identifiable information. The Vanguard EMC Inc. privacy statement applies solely to information collected by the Vanguard EMC Inc. website.

How accurate is the information?

Vanguard EMC Inc. will continue to:

- Ensure that the personal information is accurate, complete, and up-to-date according to the input received;

- Protect the personal information from loss, misuse, and unauthorized disclosure;
- Ensure that modification information is received from authorized persons only;
- Destroy or anonymize personal information if it is no longer needed.

What security safeguards are in place?

Vanguard EMC Inc. has implemented reasonable measures as indicated in this policy designed to secure personal information from accidental loss and from unauthorized access, use, alteration, or disclosure. However, we cannot guarantee that unauthorized third parties will never be able to defeat those measures or use your personal information for improper purposes.

What about cookies?

Cookies are small amounts of information stored by your hard drive when you visit certain websites. Cookies can provide a more personalized website visit, and may provide the convenience of saving your settings and helping you log in if you have chosen this option. These cookies do not typically enable third parties to access any of your information.

Session cookies, which are used only during a browsing session, expire when you quit your browser, and no personal information is maintained which might identify you if you visit the website in future.

How current is the Vanguard EMC Inc. website privacy statement?

This privacy statement was last updated on January 8, 2010. This privacy policy might change from time to time and the changes will be posted on this web site. If you prefer, contact the Vanguard EMC Inc. Privacy Officer to request a hard copy of the Vanguard EMC Inc. Privacy Statement.

How can you get more information?

If you have questions or concerns about Vanguard EMC policies or procedures on personal information, contact the Vanguard EMC Inc. Privacy Officer:

By Mail:

Vanguard Emergency Management Consulting Inc.
3375 Heidi St,
Navan, ON, K4B 1P3

By Fax: 613-835-9187

By Phone: 613-835-3953 or 1-866-275-3941

By E-Mail: info@vanguardemergency.com