



Privacy Policy
ExploTech Engineering Ltd.

Rev. June 2019

This policy has been developed in accordance with the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA), an overview of which is available from:

The Office of the Information and Privacy Commissioner of Canada
112 Kent Street
Ottawa, Ontario, K1A 1H3
Phone 1-800-282-1376, TTY 6513-992-9190
Or on the web at www.priv.gc.ca/

Personal information is defined as any information about an identifiable individual. It does not include the name, title, business address or business telephone number of an employee of an organization.

At ExploTech Engineering, we value the privacy of our clients and the public. This policy outlines why we collect information and confirms our commitment to its responsible use and disclosure.

Introduction:

ExploTech Engineering Ltd. is an industry leader in explosives work and inspection of blast and construction sites. ExploTech is an organization of engineers and technical support staff who bring a variety of interrelated expertise to each project. We provide blasting services to the construction, mining and pipeline industries.

ExploTech's offices in Ottawa, Sudbury, Toronto and Halifax provide industries across Canada and offshore with the expertise they need for consistently successful construction operations.

Collection and Retention of Video Documentation:

One component of the services ExploTech provide is pre-construction inspections. This inspection, performed through the application of video



photography, is a record of the physical condition of structures in the vicinity of construction projects recorded prior to the onset of operations. The intention of this undertaking is to provide a representative sampling of pre-existing deficiencies to serve as a baseline for the general condition of the structure. In the event of suspected damage, these videos are made available for viewing jointly to both the homeowner and contractor to form part of a formal damage investigation procedure.

ExploTech Engineering performs these inspections as an independent third party consultant. In an effort to maintain this third party impartiality and in order to ensure the security of the tapes, it is our policy that documentation is not released directly to the outside interested parties following the inspection.

Some construction contracts specify that copies of tapes be released to the Construction Contract Administrator at the start of the project. In keeping with PIPEDA legislation, release of the documentation is made at the sole discretion of the property owner. In the event that the homeowner consents to this release in writing, responsibility for the documentation will fall under the Contract Administration firm and will be outside of the control of ExploTech Engineering. Should the homeowner refuse to the release of the documentation, ExploTech Engineering exclusively will maintain the documentation as outlined below for incorporation into any required damage investigation procedure.

Length of Retention of Video Documentation:

All inspection documentation is stored securely by ExploTech in our storage facility equipped with monitored alarm systems for a period of 7 years from the date of completion of the construction or blasting. Following expiry of the retention period, video documentation is routinely destroyed. We do not disclose inspection documentation to anyone unless we have the property owner's consent or the disclosure is required or permitted by law.

General Public Information:

In the course of providing service to our clients we may solicit feedback from members of the general public. Typically this would occur when the work of our project may affect or be perceived to affect neighboring landowners. For purposes of responding to their questions and concerns, we may collect addresses and phone numbers as well as details of an individual's objections to or support for a project.



We may also collect information for the purpose of notifications, mailing newsletters or other promotional information about Explotech Engineering Ltd. This information is gathered with the knowledge and consent of the person involved, for instance in a “request information” email sent by them from our website. Personal information will always be removed from our contact list upon request. To request removal of your name from our contact list, please contact our Information Officer at the address and phone number below.

Our website does not utilize cookies. The only information collected via our website is information that is sent intentionally by the user.

Information Storage and Protection:

All staff members are aware of our Privacy Policy and are instructed on the use and disclosure of personal information.

Paper information is transmitted in opaque and sealed wrappings using Canada Post or a reputable courier service.

Paper copies of personal information are stored in supervised and/or locked locations.

All outgoing emails contain a Privacy Statement.

Client information is archived in a supervised and/or locked location. Because we provide ongoing services to many of our clients, files are retained indefinitely. Upon request, personal information will be removed from our files.

Electronic documents containing personal information are disposed of by deleting. Disks are manually destroyed. When computers are disposed of, hard drives are rendered unusable.

Although Explotech has taken every precaution to protect both physical and electronic personal information, there is no way to guarantee absolute protection and security of said information. In the event that a breach of personal information should occur, Explotech has breach reporting and response procedures in place and will be followed accordingly.

Accessing Your Personal Information:

Upon written request, we will provide you with access to any personal information about yourself which is included in our files, including an opportunity to view any videotape of your property. If we cannot give you access, we will respond with the reasons why.



If you believe we have incorrect information about you in our files, you have the right to request a correction. This applies to factual information, not professional opinions. We may ask you to provide documentation to back up your request. Where corrections are warranted, we will make the correction and notify any others who may have received the original information. If we do not agree that the information in our files is incorrect, we will include your statement about the issue in our files and will provide that statement to any others who may have received the original information.

Questions:

We thank you again for your patience and understanding and encourage you to contact our Information Officer should you have any questions or concerns:

Information Officer:

Rob Cyr
58 Antares Drive, Unit 5
Ottawa, ON, K2E 7W6

Phone: (613)723-2494
Fax: (613)723-0013
E-Mail: rob.cyr@explotech.com

Formal complaints about our privacy policy and/or practices should be made in writing to our Information Officer, who will investigate promptly and provide you with a formal response, in writing.

This Privacy Policy may be amended at any time by Explotech. We will post amendments on our website at www.explotech.com. To obtain a copy of our up-to-date Privacy Policy, please go to our website or contact the Information Officer.