



## ***Privacy Policy***

Lloyd Management Group (LMG) recognizes the importance of privacy and the sensitivity of personal information received by us in the course of providing human resource and management consulting services.

The LMG Privacy Policy is our commitment to protect the privacy of our clients and the people they employ. We will keep all personal information that we collect strictly confidential, except where required by law. This policy covers both electronic and paper based information.

### *Client Privacy Policies*

LMG holds the privacy of its clients in high regard and as part of the LMG privacy policy, we agree to comply with and abide by the privacy policies of our clients.

### *Consent to Release*

LMG will obtain consent from you whenever we collect your personal information, and/or when we collect the personal information of your clients on your behalf. LMG will provide information regarding the purposes for the information gathering, namely to provide LMG with a means to provide service to you, the client.

### *Use of Information*

The information collected will only be used according to the purpose identified in the consent and for statistical purposes. Prior to the use of information for statistical purposes, individual identifiers will be removed and the information will be rendered anonymous.

### *Disclosure of Information*

We will not sell, rent, lease or exchange your e-mail address or personal information with anyone. We will not disclose information that you provide us (such as your name, address, telephone number, e-mail address) to any outside parties without your consent, except where required by law to do so.

### *Retention and Security of Records*

LMG retains the records of services provided for a period that ensures that we can meet our contracted obligations and to meet due diligence requirements for a period of up to 12 months following the conclusion of our contract. We make every reasonable effort to protect your personal information by implementing security safeguards against loss or theft, as well as unauthorized access, use or modification. LMG computers and email records are password protected.

### *Access*

All clients are granted full access to their information, data or documents provided that such access does not allow a client access to anyone else's personal information. To request access to your records, contact Denise Lloyd, LMG Privacy Officer at Lloyd Management Group in writing at [info@lloydmg.ca](mailto:info@lloydmg.ca). This written request must provide sufficient detail to enable LMG to identify you appropriately. Requests for access to information will be provided within 30 days of that request.

### *LMG Website Use*

You can visit the Lloyd Management Group website without identifying yourself or revealing any information about yourself. We only collect personal information (your email address) when you complete the website inquiry form on the Contact Us page. By using the electronic website inquiry form, you expressly consent to and have knowledge of the collection, use and disclosure of this information, as identified in this Privacy Policy.

### *Amendments*

We may amend this Privacy Policy at any time by posting the updated Privacy Policy on the Lloyd Management Group website. The revised terms will take immediate effect when they are posted unless otherwise specified.