



Tel: 604.597.7840  
Fax: 604.597.7841  
admin@philmarkcapital.com  
www.philmarkcapital.com

## **PRIVACY POLICY**

### **OUR COMMITMENT TO YOU**

Philmark Commercial Finance (“Philmark”) is committed to safeguard your privacy and protecting the personal information you provide to us. This privacy policy outline is designed to help you understand what information Philmark collects, how Philmark uses and safeguards that information and with whom Philmark may share that information.

#### ***What personal information do we collect?***

We collect the information you provide to us on account application forms, paper and electronic instructions and telephone instructions from you or your financial advisor(s). This information may include your:

- Name and address
- Contact information
- Social Insurance Number
- Date of Birth
- Banking Information
- Instructions
- Business Financial Statements

Some of what is collected depends on the services you request. For example, we require your banking information to set up automatic deposits to your account(s). Except as permitted or required by law, Philmark limits its collection, use, retention and disclosure of your personal information to that which is reasonably necessary for the purpose described below.

#### ***How do we use your information?***

We use your corporate information to administer and maintain your account(s) with us. This includes:

- Processing transactions
- Providing transaction confirmations
- Ensuring our records are accurate
- Issuing account statements
- Communicating with you
- Meeting our legal and company regulatory requirements
- Contacting your financial advisors and agents

Only Philmark employees with a business need to know, or whose duties reasonably require it, are granted access to your personal information. Philmark also shares your information with our third party service providers to maintain your account(s). We do not now (nor do we intend to) sell, rent or otherwise market your personal or corporate information to third parties.

#### ***How do we protect your information?***

We maintain physical, procedural and electronic controls appropriate to the sensitivity of your information, to protect it against risks such as loss or theft, unauthorized access, disclosure, copying, use, modification or destruction. These safeguards include secure office premises for authorized employees only, secure networks and secure data bases.