



Policy Statement

TITLE: Privacy Policy

DATE ISSUED: revised October 2012

PURPOSE:

To protect the privacy of individuals' information that may have been gathered by the company

POLICY STATEMENT:

The privacy of individuals' information is of utmost importance to Tribute Communities (the "**Company**"). In that regard, we are committed to respecting the need of people with whom we do business and employees for the appropriate management and protection of any Personal Information that may have been provided to the company.

PROCEDURES AND APPROVAL AUTHORITY:

Our Privacy Policy takes into account the following with regard to all information it may have received:

Collection: The Company collects personal information, like names, postal addresses, email addresses, etc. about individuals' such as purchasers, suppliers, employees, etc, in order to better manage its business. The Company will make all reasonable efforts to fully inform such individuals about the planned use/disclosure. It will limit the collection and use of personal information to that required for valid business purposes or to comply with legislation.

Accuracy: The Company will make every reasonable effort to ensure that the personal information it collects and uses is accurate and complete. Individuals providing personal information will have the opportunity to review and correct their personal information, and on written request by an



individual to whom the information relates, the Company will modify the information as required.

Storage: The Company will store personal information using hard copy and/or electronic means in such a way as to prevent unauthorized collection, access, use, disclosure or disposal of the personal information.

Retention: The organization will establish a retention period for all personal information collected. This period may be related to legislation other than PIPEDA (Employment Standards for example).

Disclosure: The Company will not disclose personal information unnecessarily to employees or any third party, unless the effected individual consents. Furthermore, the Company may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. The Company may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

Access: The Company promotes individual's right of access to personal information about themselves. The employer will provide access to information upon request. Access will be provided according to established procedures. Note: access to a record may be subject to the payment of a fee if such fee is to be paid by the Company to obtain it. In addition to the care that the Company takes directly, it is working with their entire partner organizations that may at some point handle personal information gathered by them in the course of their relationship with and service to the Company.

For further information contact:

Chief Financial Officer (CFO)

Phone: 905 839-3500