

Privacy Policy

UHY McGovern Hurley LLP ("UHY MH") believes that it is important for you to know how we treat your personal information. Our Privacy Policy will explain why we collect personal information (information about an identifiable individual) about our clients and other individuals who interact with us and how we handle that information on our website and offline.

Types of Information We Collect:

As you are aware, we may gather personal information from you in person, at our office, over the telephone, or by corresponding with you via mail or on the Internet through the UHY MH website. In general, you can visit the UHY MH website without telling us who you are or revealing any personal information about yourself, unless you voluntarily choose to provide it.

The type of information we may collect about you depends on whether or not you are a client of UHY MH. The information we may collect includes your name, contact information, correspondence with us, comments/questions about our organization, and financial information required to perform our services for you. For current or prospective clients: we may collect additional information, such as your date of birth, gender, languages spoken, language preference, place of residence, social insurance number, marital status and dependants. For clients engaged as a proprietor, partner or shareholder of a duly authorized incorporated company; we may collect further information, such as your firm name, names of partners, preferred areas of business and corporate information pertaining to its business number.

How We Use Your Personal Information:

Typically, the personal information collected about you is used by UHY MH to confirm your identity, to communicate with you, to respond to your inquiries/comments, to fulfill the legal and legitimate business requirements of UHY MH and generally to provide you with the services you have requested.

For current or prospective clients, the personal information you provide is also used by UHY MH to prepare your personal income tax returns and allows us to discuss your affairs with the Canada Revenue Agency, and any other institution or individual that you authorize us to contact and, to process financial transactions including payment of our fees and services.

We may also use your personal information to provide you with tailored information that we believe will be of interest to you ("targeted communications"). You may opt-in to such where an opt-in is offered or you can call 416-496-1234 extension 110 or by e-mail at slibbey@uhymh.com at any time to provide or withdraw your consent to such use and disclosure.

Sharing of Personal Information:

UHY MH will not share your information with any individual, organization, or government without your written approval.

Retention of Personal Information:

UHY MH will destroy, erase or render anonymous personal information no longer required for the stated purposes or for a legal or legitimate business requirement.

Security Safeguards:

UHY MH takes precautions to protect your personal information against unauthorized access, disclosure, inappropriate alteration, and misuse. All safety and security measures are appropriate to the sensitivity level of your information. Access to your personal information is restricted to those persons whose job responsibilities require them to have access. In addition, UHY MH uses technological safeguards such as passwords, firewalls, anti-virus software and 128-bit encryption technologies. Given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any such information that you submit, which you do at your own risk.

Employee Access:

All individual UHY MH employees who work with user's personal and business data maintain strict confidentiality of all information. Furthermore, all employees must sign a confidentiality agreement binding them to uphold UHY MH privacy and confidentiality rules.

How You Can Protect Your Information:

There are a number of measures you can take to protect yourself against fraud and uninvited intrusion. For example, you should take precautions in handling your social insurance number. Your social insurance number is necessary for us to identify you and authenticate your request to access your personal information. You should not share your social insurance number with others unless you clearly understand the purpose of their request and you know with whom you are dealing.

Access and Correction of Personal Information:

If you wish to request access to, or correction of, your personal information in UHY MH records, please make your request in writing to UHY MH Privacy Officer by e-mail at slibbey@uhymh.com. Some information may not be accessed in certain circumstances, for example if it contains personal information of other persons or for other legal reasons.

Should you identify any incorrect or out-of-date information, please notify us so that we can make the required changes where appropriate.

Links to Other Sites:

The UHY MH website may contain links to other Internet sites owned and operated by third parties. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. You should review the privacy policies applicable to the other sites before you provide any personal information on those sites.

Changes to This Privacy Policy:

UHY MH reserves the right to change its Privacy Policy from time to time. If UHY MH makes a material change, this Privacy Policy will be updated accordingly. We recommend that you review this Privacy Policy on our website periodically so that you are aware of any changes. Your continued use of our site following the posting of any changes to this Privacy Policy shall constitute your acceptance of these changes.

Inquiries, Questions or Complaints:

If you have any inquiries, requests or complaints regarding UHY MH privacy practices, please contact UHY MH Privacy Officer, Susan Libbey, by phone at 416-496-1234 extension 110 or by e-mail at slibbey@uhymh.com.

This Privacy Statement was last modified on January 2, 2017.