

## **Ritz Printing Incorporated and the Personal Information Protection and Electronic Document Act (PIPEDA)**

In the day-to-day course of business, and of necessity,  
Ritz Printing collects the following personal information:

Business Name  
Name of Person Ordering Goods  
Postal & Site Address of one or both of the above  
Contact phone numbers, fax numbers  
and / or email addresses according to client preference of contact.

This information is necessary for the collection of accounts and to enable us to communicate with clients. The majority of printed material produced is intended either for publication or for the collection of information (private or otherwise). By placing such orders with our firm, our clients are deemed to have given consent for our possession of any such personal information.

Some or all of that information is held in two forms within the plant.

1. ON PAPER on each order docket envelope that moves through the plant and is subsequently filed until destroyed after approximately eight years.
2. ELECTRONICALLY in our bookkeeping computer(s) and backup discs / tapes for collections and business records purposes.

## **SECURITY**

Both methods of information storage are deemed secure for the following reasons:

1. Staff presence during each working day and conventional security measures when the plant is unoccupied.
2. Electronic data is password protected and available only to the Privacy Officer and to the Secretary-Treasurer of the Corporation.

Requests for personal information (including credit reports / ratings and references) will be denied without prior notice and written consent from the client whose personal information is held.

The Privacy Officer for Ritz Printing Incorporated is William F. Ritz, President

All inquiries concerning the PIPEDA should be directed to him at

27 Peel Street, New Hamburg N3A 1E6

Ph.: (519) 662-2200 / Fx: (519) 662-2210 / email: [bill@ritzprinting.com](mailto:bill@ritzprinting.com)