

## HealthPRO Procurement Services Inc. PRIVACY POLICY

### HealthPRO and Individual Privacy

We at HealthPRO Procurement Services Inc. (referred to as “HealthPRO”, “we”, “our” or “us”) abide by this *Privacy Policy* and want you, our members, suppliers and visitors to our website (referred to as “you”), to be aware of how and why we handle personal information.

For the purposes of this *Privacy Policy*, personal information means information that identifies an individual. For example: an individual’s name, birth date, address and personal email address is personal information which HealthPRO may collect, use and in certain circumstances, where necessary, disclose, in the course of providing services and carrying on business. Personal information does not include the name, business title, address, phone or fax number of an employee of an organization.

This Privacy Policy may be modified from time to time. An individual may obtain our most up to date version located at [www.healthprocanada.com](http://www.healthprocanada.com) or by contacting us at the address set out below in the section called “*Contacting the Privacy Officer*”.

### 1. Collecting Personal Information/Website Privacy Practices

Non-personal information is collected to track the total number of visitors visiting our website, pages visited and time spent on those pages. This information is used in its aggregate form to help us improve our site. This information is used exclusively for our internal purposes.

Your use of our website and/or submission of personal information through the website is subject to, and governed by, this Privacy Policy. By accessing and using this website, you are consenting to the collection, use and disclosure of the personal information provided by you in accordance with this Policy. HealthPRO may use the information submitted to respond to an inquiry. We will not share personal information, except as otherwise required or permitted by law.

Our Website uses cookies to allow the selection of a preferred location view, default home page view and access to recently visited links (such as products, services, and individual pages) more easily. These cookies also permit HealthPRO to store recently visited pages so we can display information to individuals more effectively. If an individual disables cookies on their browser, the site will not remember certain functional preferences. Individuals will not be able to access a preferred location view, a customized default home page view or recently visited links.

We may share cookie information with third party business partners and service providers so that we can continue improving our website and the services available. We collect and share this information only in aggregated, non-personally identifiable format. We may also use a service that collects data remotely by using web beacons or tags embedded in our site’s content. The data we collect includes which operating system and browser individuals use, how individuals navigate to and through our site, and how long individuals stay on our web pages. This information is anonymous and does not include an individual’s name, e-mail address, or any other contact information. We may share this information with our third party vendors to provide reports of this aggregated, anonymous data. We use this data to improve our site by responding to our users’ interests and providing more relevant and useful information.

Please note that when an individual links to our or any other website, the operator of such website (whether HealthPRO or a third party) may collect information about that individual, including through cookies or other technologies. In addition, Internet or other service provider(s) may collect information about or submitted by individuals using our website, or any other website. You acknowledge that information collection or privacy practices of any other party, are not monitored or controlled by HealthPRO and HealthPRO is not responsible for such websites. Links on our website to other websites are provided only as a convenience, and the inclusion of such links does not imply endorsement of the linked site. An Individual should review the privacy policies of any other website visited to understand how information is collected and used.

Notwithstanding that stated above, HealthPRO reserves the right to store and disclose to third parties any information under the following circumstances: when the law permits it (such as, for example, to comply with laws or to respond to governmental authorities); to legal advisors; and to protect the rights, property, safety or security of HealthPRO, website visitors or the public.

## **2. Using Personal Information**

Unless we have asked to extend the purposes for which we can use your personal information and have received your consent, use of personal information will be restricted to the circumstances outlined above.

## **3. Accuracy of Your Personal Information**

HealthPRO maintains procedures to ensure that the information we collect and use is accurate, up-to-date, and as complete as possible. However, we rely on individuals to disclose all material information to us and to inform us of any changes required. With proof of entitlement, a request to correct information in our possession may be made by contacting the Privacy Officer at the address set out below in the section called *“Contacting our Privacy Officer”*.

## **4. Safeguarding Your Information**

We apply appropriate safeguards to our computer networks and physical files and we restrict access to personal information to those HealthPRO employees and authorized administrators who need to know that information in order to administer the services we provide.

## **5. Disclosure of Personal Information**

We will only disclose personal information as permitted by law. Where we disclose personal information to a third party, we obligate that third party to use and take steps to protect personal information in a manner consistent with the provisions of this Privacy Policy. We do not sell any personal information.

## **Retention and Access to Your Personal Information**

We retain personal information for the purposes described in this Privacy Policy. Personal information is stored at our offices in Canada. Access to your personal information is limited to our employees, agents and service providers who need access in order to perform their job or provide services to us.

With proof of entitlement, a request to access personal information in our possession may be made by contacting the Privacy Officer at the address set out below in the section called “*Contacting our Privacy Officer*”. Because the right to access information is not absolute, HealthPRO may decline access to information that we have under our control for reasons such as:

- the information subject to a legal privilege; or
- the information would reveal personal information about a third party.

## **6. Contacting our Privacy Officer**

Request for further information, personal information access or any concerns about how we handle your information with HealthPRO should be referred to our Privacy Officer, as follows:

John Green, Vice President, Finance and Corporate Affairs  
HealthPRO Procurement Services Inc.  
5770 Hurontario Street,  
Mississauga, Ontario  
L5R 3G5