

Protection of Personal Information

S.L. HUNTER & Associates understands and highly respects the importance of protecting personal information, and have thus taken the following measures:

- Paper information is either under supervision or secured in a locked or restricted area at all times.
- Electronic hardware is either under supervision or secured in a locked or restricted area at all times. Passwords are used on computers.
- Paper information is transmitted through sealed addressed envelopes or packaging by Canada Post or by a bonded and insured courier company and is stamped Private & Confidential.
- Electronic information is transmitted either through a direct fax line with a confidentiality clause or is anonymized on email.
- Staff and personnel are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with our privacy policy.
- External consultants, volunteers and students with access to personal information must enter into written privacy agreements with us.
- Cell phones are digital, with signals more difficult to intercept.