

IXL Driver Training Ltd.

Personal Information Protection Policy

At IXL Driver Training Ltd., we are committed to providing our clients with exceptional service. Providing this service involves the collection, use, and disclosure of some personal information about our clients. Protecting their personal information is one of our highest priorities.

We will inform our clients of why and how we collect, use and disclose their personal information. We will obtain their consent where required and handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy (PIPA), outlines the principles and practices we will follow in protecting the client's personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our client's personal information and allowing our clients to request access to their personal information.

Definition

Personal Information –means information about an identifiable *individual: including name, age, license information, home address, phone number, parent info, medical information, and driving history.*

Policy 1 – Collecting Personal Information

1.1 Unless the purposes for collecting personal information are obvious and the client voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.

1.2 We will only collect client information that is necessary to fulfill the following purposes:

- To verify identity;
- To verify creditworthiness;
- To identify client preferences;
- To understand the needs of our clients;
- To open and manage a student record database;
- To deliver requested products and services;
- To contact our clients with driving school information;
- To ensure a high standard of service to our clients;
- To meet regulatory requirements.

Policy 2 – Consent

2.1 We will obtain client consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).

2.2 Consent can be provided *orally, in writing, electronically, through an authorized representative* or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the client voluntarily provides personal information for that purpose.

2.3 Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), clients can withhold or withdraw their consent for IXL Driver Training Ltd. to use their personal information in certain ways. A client's decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service or product. If so, we will explain the situation to assist the client in making the decision.

2.4 We may collect, use or disclose personal information without the client's knowledge or consent in the following limited circumstances:

- When the collection, use or disclosure of personal information is permitted or required by law;
- In an emergency that threatens an individual's life, health, or personal security;
- When the personal information is available from a public source (e.g., a website);
- When we require legal advice from a lawyer;
- To collect a debt;
- To protect ourselves from fraud;
- To investigate an anticipated breach of an agreement or a contravention of the law.

Policy 3 – Using and Disclosing Personal Information

3.1 We will only use or disclose client personal information where necessary to fulfill the purposes identified at the time of collection [*or for a purpose reasonably related to those purposes such as:*

- To conduct client surveys to enhance the provision of our services;
- To contact our clients directly about products and services that may be of interest.

3.2 We will not use or disclose client personal information for any additional purpose unless we obtain consent to do so.

3.3 We will not sell client lists or personal information to other parties.

Policy 4 – Retaining Personal Information

4.1 If we use client personal information to make a decision that directly affects the client we will retain that personal information for at least one year so that the client has a reasonable opportunity to request access to it.

4.2 Subject to policy 4.1, we will retain client personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

Policy 5 – Ensuring Accuracy of Personal Information

5.1 We will make reasonable efforts to ensure that the client's personal information is accurate and complete where it may be used to decide for the client or disclosed to another organization.

5.2 Clients may request a correction to their personal information to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought.

5.3 If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required. If the correction is not made, we will note the clients' correction request in the file.

Policy 6 – Securing Personal Information

6.1 We are committed to ensuring the security of client personal information to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

6.2 The following security measures will be followed to ensure that client personal information is appropriately protected: *Physically securing offices where personal information is held; the use of user IDs, passwords, encryption, firewalls; restricting employee access to personal information as appropriate (i.e., only those that need to know will have access; contractually requiring any service providers to provide comparable security measures).*

6.3 We will use appropriate security measures when destroying a client's personal information such as *shredding documents and deleting electronically stored information*.

6.4 We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

Policy 7 – Providing Clients Access to Personal Information

7.1 Clients have a right to access their personal information, subject to limited exceptions. A full listing of the exceptions to access can be found in section 23 of PIPA. Some examples include solicitor-client privilege, disclosure would reveal personal information about another individual, health and safety concerns.

7.2 A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.

7.3 Upon request, we will also tell clients how we use their personal information and to whom it has been disclosed if applicable.

7.4 We will make the requested information available within 30 business days or provide written notice of an extension where additional time is required to fulfill the request.

7.5 A minimal fee may be charged for providing access to personal information. Where a fee may apply, we will inform the client of the cost and request further direction from the client on whether or not we should proceed with the request.

7.6 If a request is refused in full or in part, we will notify the client in writing, providing the reasons for refusal and the recourse available to the client.

Policy 8 – Questions & Complaints: Role of the Privacy Officer or designated individual

8.1 The Privacy Officer is responsible for ensuring IXL Driver Training Ltd. It complies with this policy and the *Personal Information Protection Act*.

8.2 Clients should direct any complaints, concerns or questions regarding IXL Driver Training Ltd. compliance in writing to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the client may also write to the Information and Privacy Commissioner of British Columbia.

Contact information for IXL Driver Training Ltd:

IXL Driver Training Ltd.
903 Mill Street Nelson, BC, V1L4S9
Phone: 250-352-2525
Website: www.ixldrivertraining.com
Email: info@ixldrivertraining.com