



PHARMACEUTICAL SCIENCES GROUP PRIVACY POLICY

The nature of our business requires a relationship of trust with our clients. In order to provide clients with the right products and services, it is necessary that we obtain information about our clients and/or their businesses.

The information with which we are entrusted is sometimes of a personal nature. Our clients have the right to expect that any personal information that they provide to us will be kept in the strictest of confidence and that access to personal information will be restricted to those having a legitimate need to review or use that information.

If a client has any concerns regarding the manner in which PSG has dealt with his or her personal information, he or she may contact the PSG Office:

Pharmaceutical Sciences Group
3780-14th Avenue, Suite 210
Markham, ON L3R 9Y5
Phone: 905-513-7743

Personal Information: Personal information is information that identifies an individual personally. Personal information includes name, home address, company name, company address, business and/or personal telephone number, E-mail address, fax number, occupation, credit card number and expiry date.

The type of personal information PSG collects about an individual is dependent upon the type of product and/or service that the individual requires from PSG. We will restrict the personal information we collect from each client to the minimum required.

How We Collect Personal Information: We obtain information directly from the client and through Membership Applications and Event Registrations.

How We Use Personal Information: We use personal information to provide MEMBERS and NON-MEMBERS with information about the PSG, industry-related information, notification of upcoming PSG events as well as to register individuals to any of our functions (such as courses, seminars, symposiums and special events).

We will explain to an individual to what use his or her personal information will be put before or when we collect such information. We will restrict our use of the personal information to the purposes identified to the individual.

Consent: Canada's privacy laws stipulate that an individual's consent is required prior to or at the time PSG collects his or her personal information.

Consent may be written, oral or implied by an individual requesting products and/or services from PSG and providing his or her personal information, or by an existing member who requests further products and/or services or membership renewal, or one who continues to use our products and/or services without objection after receipt of this Privacy Policy.

If an individual refuses to consent to the collection or use of his or her personal information, PSG may be unable to provide the product and/or service requested.

Protection of Personal Information: The PSG will take all reasonable precautions to protect the information entrusted to us by our members.

The PSG uses a number of manual and electronic controls to protect personal information that has been provided to us. These controls include restricted access to our premises. User authentication encryption, firewall technology and the use of detection software.

The PSG allows access to an individual's personal information to those employees who need to use it in their work. PSG's employees who have access to personal information are made aware of the responsibility they have to protecting that personal information and are required to make proper use of the manual and electronic controls available to them for that purpose. Our employees are subject to disciplinary procedures for the unauthorized use or disclosure of an individual's personal information.

Disclosure of Personal Information: We will only disclose an individual's personal information with the individual's consent, except where PSG is legally required to disclose the information.

Retention of Personal Information: The PSG will only retain an individual's personal information for as long as is necessary to fulfill the purposes for which it was collected or as required by law.

Accessing Your Personal Information: An individual has the right to access his or her personal information subject to any legal restrictions. If there are reasons why access is denied, the individual will be advised of those reasons in writing.

When an individual demonstrates that any information held is inaccurate or incomplete, PSG will make the appropriate changes to that information. Any concerns regarding information that PSG maintains should be addressed to our office.