

## ***Privacy Policy and Principles***

Protecting our clients' privacy is a priority for Burkett Asset Management Limited ('Burkett'). These Privacy Principles are adhered to by Burkett to ensure that the information you submit to us will be treated with the utmost confidentiality and in compliance with the Personal Information Protection and Electronic Documents Act of Canada (PIPEDA) and British Columbia and Alberta's *Personal Information Protection Acts*.

### **1. Accountability**

We are responsible for all personal information under our control and have designated a Privacy Officer who is accountable for our compliance with these following principles.

### **2. Identifying Purposes**

We will identify and document the purposes for which we collect, use or disclose personal information at or before the time the information is collected. Only such information as is necessary for Burkett's business will be collected.

### **3. Consent**

The knowledge and consent of our clients are required for the collection, use or disclosure of personal information.

### **4. Limiting Collection**

Only such information as is necessary for Burkett's services will be collected from you. When personal information is needed, it will be obtained directly from you. If necessary, only reputable and reliable sources will be used to supplement this information.

### **5. Limiting Use, Disclosure and Retention**

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by the law. Personal information will be retained only as long as necessary for fulfilment of those purposes.

### **6. Accuracy**

Personal information will be as accurate, complete and up-to-date as necessary for the purposes for which it is to be used.

### **7. Safeguards**

We will protect personal information with security safeguards appropriate to the sensitivity of your personal information.

### **8. Openness**

Burkett will make available to clients specific information concerning the policies and procedures relating to the management of your personal information.

### **9. Individual Access**

Upon your request, you will be informed of the existence, use and disclosure of your personal information and shall be given access to that information. You may verify the accuracy and completeness of the information and may request that it be amended, if appropriate.

## 10. Handling Client Complaints and Suggestions

Any person can address any question, concern or complaint about any of these principles with our Privacy Officer at [complianceofficer@burkett.ca](mailto:complianceofficer@burkett.ca) or at (250) 370-0667 or by mail to:

Burkett Asset Management Limited

Attn: Privacy Officer  
Suite 200 - 3561 Shelbourne Street  
Victoria, BC Canada  
V8P 4G8