



REVISED JUNE 2022  
JG-I GROUP OF COMPANIES

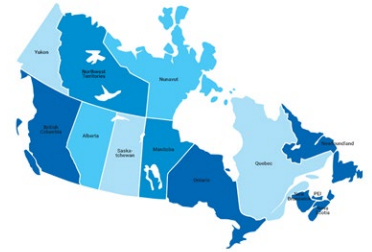
**JG-I GROUP PRIVACY STATEMENT**

Engineering, Architectural, Interior Design, Environmental Consulting, Electrical Division

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## OUR VISION

To be a leading national contractor striving for excellence by providing our clients with top quality, innovative, and cost-effective results



## OUR MISSION

To design, build and deliver safe, high-quality and cost-effective projects on schedule for our clients while providing quality employment and career growth opportunities for JG-I Employees



## 1. WHO WE ARE

JG-I Group of Companies is a professional company that is committed to investing in the development of creating successful professional relationships with clients and industry suppliers. JG-I Group is group of companies dedicated in providing Engineering Services and Consultant, Architectural, Interior Design, Environmental Consulting and Project Management based on quality workmanship and on-time scheduling with a personal touch. Our goal is to create, develop and maintain strong partnerships with our clients that continue to provide quality services.

### 1.1 Our Commitment to Privacy

JG-I's role in protecting personal and confidential information is a priority responsibility to attain professional standards of privacy that is described in tasks and activities with professional caution and care. This statement will define how JG-I Group will achieve commitment to privacy protection, the usage of private information, how long data information is retained, collected and secured with respect to federal and provincial legislative laws and regulations.

### 1.2 Privacy Statement & Changes

JG-I retains the right to make changes and amendments to the Privacy statement to ensure industry standards and compliance are achieved. JG-I Group herein ensures our commitment in protecting privacy by providing the Privacy Statement that is posted to our website and office site locations where visible. The Privacy Statement is provided to Clientele and Employees upon commencement of services and is made available should there be a request to review this policy at any time. JG-I encourages clients, vendors, suppliers, employees, and sub-contractors to check this page as often as required, to ensure they are aware of our current statement.

## 2. LEGAL PROVISIONS

JG-I complies with federal and provincial guidelines while collecting and processing personal or confidential information pertaining to business activities ensuring privacy is a priority and confidential activities are maintained securely. The collection of confidential personal and business information will only be requested upon a requirement to conduct business wherein there is a business need or employment need to fulfill contractual obligations. Information that is provided to and collected by JG-I Group is retained and protected in a manner that is professionally secured.

### 2.1 Data Collection

JG-I Group defines the collection of information as communication retrieved through website exchange interaction, networking, conferences, meetings, and methods of site investigations where studies are required to provide reporting methods of detailed information to fulfill services. Employment information is data that is required to contractually bind an employee into an employment agreement and is maintained in a private location and secured professionally.

### 2.2 Data Sharing

JG-I Group considers client, employee, business, and professional information sharing may take place during the following activities:

- Fulfillment of contractual business obligation(s).
- Authorized request by official bodies for investigation and prevention purposes of criminal activity, or where legally obligated.
- Sub-contractors and vendors, and only when necessary to fulfill business obligations
- Specific contractual permission provisions have been provided.

### 3. DATA USAGE

JG-I Group of Companies determines the proper use of information regarding personal and confidential data maintains compliance with current federal and provincial legislative laws and policies. JG-I Group determines information may be utilized but is not limited to the activities stated below:

- Contact information provided in response to requests wherein contractual obligations concerning legal fulfillments are required to do so.
- Documentation pertaining to identification verification details in compliance with government regulatory and legal requirements regarding internal and external communication.
- Consent of communication is granted to distribute marketing and business services providing a method to discontinue communications delivery methods.
- Personal information granted access to conduct service fulfillment of contractual obligations for contractual obligations. Permissions are formally granted to provide details pertaining site, building and project access.
- Financial information requirements to complete contractually binding activities as stipulated in binding contracts and agreements to assess eligibility to work with or work for JG-I Group in all business capacities.

#### 3.1 Information Maintenance

JG-I Group properly maintains privacy of information by maintaining secure processes to protect private information maintained internally through secure program software. This is to ensure that your information is always kept safe and protected against third parties. In the case that a third-party representative should be partnered with specific entities contractually obligated during contractual activities, legally or otherwise, processes of notification will be distributed to allow associate parties to allow formal permissions to grant access of data. JG-I Group's Privacy Statement safeguards the solicitation of data as outlined herein to protect our clients and employees from the misuse of information made accessible at [www.jgigroup.ca](http://www.jgigroup.ca) and JG-I Management upon request to ensure professional securement and protection of information.

#### 3.2 Stop Use Notice

JG-I Group reserves the right to decline the request of access of information to external individuals soliciting information on behalf of another entity or representative at any time. Client's, employees, and subcontractors are obliged to notify our management should there be any concerns regarding unwarranted distribution of communication that is marketing related or pertaining to any other sources of advertising. It is within federal and provincial legislative jurisdictions to maintain the right of choice to decide whether or not to participate in any JG-I Group marketing campaigns. Withdrawal of consent can be utilized whenever freely decided upon by the performing organization, client representative, or any individual wishing to do so.

#### 3.3 Withdrawal of Consent

Should you choose not to allow JG-I Group to access information provided at any time, you are obligated to contact a member of JG-I Group of Companies directly and request the stop use of information immediately. In any case the data in request for stop use is required for legal and business reasons pertaining to contractual obligations and regulatory requirements you will be informed directly and immediately.

#### 3.4 Data Correction

If at any time, you believe the information JG-I has on file is incorrect, or you would like to update your information with us, we encourage you to contact any member of JG-I's Management or your JG-I Representative directly and the information will be corrected immediately. JG-I Group is committed to ensuring your information is current and up to date.

#### **4. DATA SAFEGUARDING**

JG-I Group is committed to ensuring the protection of our clients, vendors, suppliers, sub-contactors, and employees as securely as possible. The protection of this information is detailed by the policies and procedures herein as the data pertains to internal and external representatives mentioned throughout the privacy statement in compliance with Federal and Provincial laws and regulations that are regulated in compliance with electronic storage, or in manual format.

##### **4.1 Information Requests**

If at any time necessary the client, subcontractor and representatives participating in data collection and sharing are welcome to request a copy of the information from JG-I Group. To do so, we encourage you to contact any member of JG-I Management or your JG-I Representative directly for prompt compliance.

##### **4.2 Period of Data Collection**

JG-I will keep your information on file whether that be electronically or in manual format for as long as necessary to complete contractual obligations or conduct business appropriately. The information will then be archived or deleted in a safe secure manner to ensure information is not copied, kept without your consent, or lost.

##### **4.3 Submit a Complaint**

JG-I Group considers complaints pertaining to the protection of personal information and its use within our company seriously and encourage you to contact us immediately if you feel we have misused or misrepresented the intentions regarding data collection and use. JG-I Group of Companies can be contacted at any time via our Ethics Hotline toll-free at 1-866-702-8528.

##### **4.4 Data Maintenance**

When collecting your personal information, JG-I Group prides itself on providing open and transparent communication regarding data usage, storage, and protection on your behalf. We value your information as much as our own and will do everything within our power to ensure organizational assets including data is securely safeguarded internally and externally during all business activities conducted by JG-I Group of Companies.

##### **4.5 Contact Us**

If you should have any further questions or concerns about any of the above statement, we encourage you to directly contact a representative of our JG-I Management team at any time. We will do our very best to ensure your questions or concerns are addressed in a timely matter to meet your satisfaction.