

# OFSWA Privacy Policy and Commitment to Protect Your Privacy

OFSWA values its clients. We thank you for your confidence in utilizing OFSWA for your training, products and services. As our client, you trust us with your personal information. We respect that trust and want you to be aware of our commitment to protect the information you share in the course of doing business with us.

## How We Collect, Use and Disclose Your Information

When you utilize our services, you share personal information so that we may provide you with training, products and services that best meet your needs. We assume your consent for OFSWA to use this information in an appropriate manner. We may use and disclose this information in order to:

- Communicate with you.
- Provide pricing on products and services.
- Provide information on consultation activities (training, audits, etc.).
- Act as required or authorized by law.

## What We Will Not Do With Your Information

We do not share or sell client information to anyone, nor do we share client information with organizations outside of our member firms and prevention system who would use it to contact you about their own products or services.

## We Strive to Protect Personal Information

All OFSWA employees who are granted access to client records understand the need to keep information protected and confidential. Employees know they are to use the information only for the intended purpose. This policy is clearly communicated to all employees.

We have physical and system safeguards and proper processes in place to protect client information from unauthorized access or use.

## Your Privacy Choices

You may withdraw your implied consent at any time by providing OFSWA reasonable notice by contacting our Privacy Officer. Please be aware that withdrawing your consent may prevent us from providing you in the future with such things as requested training records.

We may occasionally use your information to tell you about training, products or services that we believe may be of interest to you. If you would rather not receive this type of communication, please let us know through our Privacy Officer.

## For further information...

For more information about our privacy policy and procedures,  
please visit our website at [www.ofswa.on.ca](http://www.ofswa.on.ca) or contact our Privacy Officer Jan Sweet at:

Ontario Forestry Safe Workplace Association  
690 McKeown Avenue, P.O. Box 2050 Stn Main  
North Bay, ON P1B 9P1

Telephone: (705) 474-7233 Fascimile: (705) 472-0207

E-Mail: [PrivacyOfficer@ofswa.on.ca](mailto:PrivacyOfficer@ofswa.on.ca)