

Foremost is committed to both complying with the Alberta Personal Information Protection Act (“PIPA” copy available at: [www.qp.alberta.ca](http://www.qp.alberta.ca)) and generally protecting the privacy and confidentiality of personal information collected, retained, used, disclosed and disposed of in the conduct of its business. Foremost’s Privacy Policy is an important part of that commitment.

All Foremost employees, agents, contractors, consultants and other service providers (“Foremost Personnel”), are expected to abide by the spirit and intent of Foremost’s Privacy Policy and PIPA.

Personal information under Foremost’s Privacy Policy refers to information about an identifiable individual (except business contact information used for business purposes) including information about prospective, present or former employees or other individuals.

Foremost collects personal information to meet a variety of legal or business-related purposes, including, but not limited to:

- determining an individual’s eligibility for employment (or to provide agency, contracting or consulting services to Foremost), including qualification and reference checks;
- administering and managing employment, labour union or service provider relationships with Foremost;
- administering compensation and benefit programs;
- ensuring the safety and security of staff, external parties and assets;
- meeting contractual, legal or other commitments including payment obligations to third parties; and
- investigating customer credit references.

Foremost protects and keeps confidential personal information through restricting access to only Foremost employees, agents, contractors, consultants and service providers as necessary to conduct business. Only Foremost Personnel specifically authorized to access personal information are to do so, and only for the purposes of conducting Foremost’s business. Such authorized personnel are required to keep personal information kept in paper format in locked cabinets, and personal information kept in electronic format must be safeguarded by way of password protected files and segregated computer folders.

Foremost Personnel are prohibited from taking or accessing personal information except from designated Foremost places of business unless necessary for the conduct of Foremost business. Where necessary to have the possession or access of personal information away from Foremost business premises, Foremost personnel must take appropriate safeguards to protect the possession and confidentiality of such personal information including the use of password protected files.

Foremost employees are prohibited from any unauthorized employee access to, or carelessness in the safekeeping of, the personal information collected by Foremost. Any violation of Foremost’s Privacy Policy and its related practices may result in disciplinary action up to and including termination of employment or contract.

Foremost Personnel should ensure that personal information is only retained for as long as necessary for Foremost's legal or business purposes.

Upon request, individuals will be granted reasonable access and review of their personal information in accordance with PIPA.

Foremost's Privacy Policy may be amended from time to time and such revisions will be posted.

Foremost's Privacy Officer is Ronald J. Robinson. All complaints, concerns or questions regarding Foremost's compliance should be directed to Foremost's Privacy Officer. Foremost employees are required and encouraged to direct inquiries to the Privacy Officer where there are any questions, issues, or concerns regarding the use and disclosure of personal information and the consent required to do so.

Contact information for Foremost's Privacy Officer:

**Ronald J. Robinson**

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