

## **Privacy Policy**

### Overview

K-W Cornerstone Paving Ltd. is committed to protecting the privacy and security of your personal information.

This privacy policy outlines the type of client personal information we collect, how it is used, and the steps we take to ensure that your personal information is protected.

Please read this policy carefully to understand how your personal information will be treated as you make use of the K-W Cornerstone Paving Ltd. web site (the "site").

Please be aware that the site may contain links to third-party web sites and that this privacy policy does not apply to such web sites. We are not responsible for the privacy practices, content, or conduct of or on such web sites. By using the site, you agree to the terms and conditions of this privacy policy.

### Collection of Personal Information

#### 1. What is personal information?

Personal information refers to any information about an identifiable individual. This can include information such as your name, title, company name, address, e-mail address, telephone number, and fax number. For instance, when you visit the site or send us any correspondence or feedback you supply us with personal information.

#### 2. How does K-W Cornerstone Paving Ltd. use my personal information?

Personal information may be collected in order for K-W Cornerstone Paving Ltd. to provide services to you. We will use your personal information only to supply services, send information, reply to questions, or address problems, where necessary. The content of your correspondence or feedback may be shared with appropriate people within K-W Cornerstone Paving Ltd. to help us address your concerns or improve our service. We may keep a record of that correspondence.

K-W Cornerstone Paving Ltd. does not sell email, postal addresses, or any personal information to third parties. We will not release any of your personal data unless we first get written consent from you.

#### 3. Does the site use "cookies" to collect personal information?

The site does use "cookie" technology and logs IP addresses and browser information for purposes of system administration, identifying technical difficulties, evaluating traffic patterns and usage of the site, and otherwise providing content relevant to users of the site. We do not use cookies to identify individuals and we make no attempt to link IP addresses to an individual except in compliance with authorized law enforcement investigations.

If you are concerned about the use of cookies, you can adjust your browser settings to block or restrict cookies and you can delete cookies from your hard drive after you visit a web site.

#### 4. What is a "cookie"?

A "cookie" is a small piece of data which is sent from a web site and stored locally on a user's computers. A cookie is not a computer program and cannot perform operations or harm your computer. Cookies do contain some personal information, which can only be read by the web site that supplied it. Cookies are used to help identify unique visitors to a web site, remember preferences, etc. and can help a user access their data or remember passwords.

#### Protection of Personal Information

When you provide personal information to the site, it is stored on secured servers and is protected by this privacy policy, regardless of where the servers may be located. K-W Cornerstone Paving Ltd. takes reasonable steps to protect your personal information from loss, misuse, or other unauthorized uses, and to remove your personal information when it is no longer required for its intended purposes. K-W Cornerstone Paving Ltd. cannot, however, guarantee that loss, misuse, or unauthorized use will never occur (e.g., that someone will not overcome our security measures), and makes no representations or warranties to this effect.

K-W Cornerstone Paving Ltd.'s commitment to your privacy is governed by the following 10 principles.

##### 1. Accountability

K-W Cornerstone Paving Ltd. is accountable to you. We are responsible for all personal information in our possession for processing, storage, or other purposes.

##### 2. Identifying purposes

As a client or website visitor you provide information to K-W Cornerstone Paving Ltd.

##### 3. Consent

When you provide K-W Cornerstone Paving Ltd. with personal information, we explain why we are collecting this information and obtain your written or verbal consent to do so. In some instances, where the purpose is obvious, your consent is implied. K-W Cornerstone Paving Ltd. will also ask for permission to collect and retain additional information that may help to serve you in the future.

##### 4. Limiting collection

K-W Cornerstone Paving Ltd. will only collect information that enables us to identify you for specific purposes such as the following: to ensure that product and service orders are fulfilled; to process billing and payments; to advise clients about new and revised products and services; and to maintain current contact information for distributing correspondence.

##### 5. Limiting use, disclosure and retention

K-W Cornerstone Paving Ltd. will only use and disclose your personal information for the specific purposes identified to you when your consent is obtained. We will not provide your personal information to third parties without your consent.

When we have your consent, information that may identify you shall not be released to anyone outside of K-W Cornerstone Paving Ltd. without your prior written consent or verbal consent.

Information collected for ordering products and services will be used only to ensure that orders are shipped and delivered correctly; to process billing and payment; to track sales; and to inform customers of new and revised products and services.

You have the right to withdraw your consent for the use of personal information at any time, subject to legal restrictions and upon reasonable notice to K-W Cornerstone Paving Ltd.

#### 6. Accuracy

K-W Cornerstone Paving Ltd. keeps your personal information up to date, accurate, and relevant for its intended use. You may request access to any personal information we have on record in order to review and amend the information, as appropriate. Changes to your information will only take place when you request that it be done in writing or verbally.

#### 7. Safeguards

Data collected on clients is restricted to access by K-W Cornerstone Paving Ltd. personnel only. Electronic data is secured using current methods and is restricted to our personnel required to use the data.

#### 8. Openness

You can have access to personal information stored by K-W Cornerstone Paving Ltd. by contacting:

K-W Cornerstone Paving Ltd.  
P.O. Box 20120  
Kitchener, ON N2P 2B4  
(519) 743-6411  
Email: [kwpaving@kwcornerstone.com](mailto:kwpaving@kwcornerstone.com)  
Fax (519) 743-6386

Consent forms shall include a notice of intended use of the data collected, whether the data will be shared, and how to make an inquiry or complaint.

#### 9. Individual Access

Your request for personal information shall be answered within 30 days. If it is determined that a correction to the information is required, K-W Cornerstone Paving Ltd. shall do so and forward it to you.

## 10. Challenging Compliance

If your questions, concerns, or complaints are not resolved to your satisfaction or if you have further questions, you may contact:

K-W Cornerstone Paving Ltd.  
P.O. Box 20120  
Kitchener, ON N2P 2B4  
(519) 743-6411  
Email: [kwpaving@kwcornerstone.com](mailto:kwpaving@kwcornerstone.com)  
Fax (519) 743-6386

### Changes to the Privacy Policy for the Site

K-W Cornerstone Paving Ltd. reserves the right to change this Privacy Policy from time to time and at its sole discretion. If the Privacy Policy for the Site changes, the revised policy will be posted at the Privacy Policy link on the Site's home page. This Privacy Policy was last updated on November 30, 2010.