



PRIVACY POLICY

Since January 1, 2004, all businesses engaged in commercial activities must comply with the federal *Personal Information Protection and Electronic Documents Act* (the “Act”), and the Canadian Standards Association Model Code for the Protection of Personal Information, which the Act incorporates via the following 10 principles.

1. Accountability

Douglas Alderson and Linda Alderson (herein collective referred to as “Let The Records Show”) are responsible for personal information under our control.

We have designated a Privacy Officer who is accountable for our compliance with this Policy and all applicable privacy laws.

If, and when, we use third parties to act on our behalf by performing such functions as fulfilling orders, delivering packages, processing credit card payments or providing customer service, contractual or other appropriate means are used to ensure compliance by such third parties with this Policy and all applicable privacy laws.

Our website contains links to other sites, which are not governed by this privacy policy. We are not responsible for the privacy practices of other web sites or service providers. We encourage our users to be aware when they leave our site to read the privacy statements of each and every web site that collects personally identifiable information. This Privacy Policy applies solely to information collected by Let The Records Show.

On our website, like most other commercial websites, we may monitor traffic patterns, site usage and related site information in order to optimize our web service. We may provide aggregated information to third parties, but these statistics do not include any identifiable personal information.

2. Identifying Purposes

Unless the purpose is self-evident due to the nature of the transaction in question, Let The Records Show will identify the purposes for which personal information is collected at or before the time the information is collected.

The proposed purposes will be described in a reasonably understandable manner.

An example of a self-evident purpose is requesting the name and address of the person contacting the Let The Records Shows for information or assistance in placing an order in order to ensure proper delivery.

3. Consent

We will collect, use or disclose your personal information only with your knowledge and consent, except where required or permitted by law.

Let The Records Show will not make your consent a requirement to the supply of a product or a service other than required to be able to supply the product or service.

Consent can be express or, in some circumstances, implied, and given in writing, by using or not using a check-off box, electronically, or by your conduct, such as use of a product or service.

In determining the type of consent to obtain, Let The Records Show will consider all relevant factors, including the sensitivity of the information and your reasonable expectations.

You may withdraw your consent at any time, on reasonable notice, subject to legal or contractual restrictions.

4. Limiting Collection

The collection of personal information by Let The Records Show will be limited to what is necessary for the purposes which it identifies.

We will collect personal information by fair and lawful means.

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 your consent or as required or permitted by law.

It will be retained only as long as necessary for these purposes or as required by law.

6. Accuracy

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

7. Safeguards

Let The Records Show will protect personal information by security safeguards appropriate to the sensitivity of the information, including through the use of the following measures:

Physical security (e.g., locked filing cabinets, restricted access, appropriate disposal of personal information);
organizational (e.g., security clearances, access only on a "need to know" basis); and
technological (e.g., passwords, firewalls, virus protection and encryption).

8. Openness

Information about our policies and practices relating to the management of personal information will be made readily available to individuals.

9. Individual Access

Upon request, Let The Records Show will inform you of the existence, use and disclosure of personal information relating to you, and give you access to that information. You have the right to challenge the accuracy and completeness of your information and have it amended as appropriate.

However, in certain circumstances permitted by law, this information will not be disclosed to you. Some examples of these circumstances are information that contains references to other individuals, that cannot be disclosed for legal, security or commercial proprietary reasons, or that is subject to solicitor-client or litigation privilege.

10. Contacting us and/or Challenging Compliance

For anything to do with this Policy, including questions or comments, or to challenge our compliance with this Policy, please contact us as follows:

Douglas Alderson, M.A., LL.M.
Privacy Officer
Let The Records Show
P.O. Box 28588
Aurora, Ontario L4G 6S6

Let The Records Show will inform individuals who make enquiries or lodge complaints about its enquiry or complaint procedures, as applicable. If a complaint is found to be justified, we will take appropriate measures, including, if necessary, amending our policies and practices.

If you are not satisfied with our response, the Privacy Commissioner of Canada can be reached at:

Privacy Commissioner of Canada
112 Kent Street,
Ottawa Ontario, K1A 1H3
1-800-282-1376

This Privacy Policy is subject to the Act and/or any other applicable privacy laws and our right to change this Policy at any time.