

# **All Complete Excavating Privacy Policy**

## **Overview**

All Complete Excavating is committed to protecting the privacy of its employees and customers.

We value the trust of those we deal with and we recognize that maintaining this trust requires us to be transparent and accountable in maintaining the confidentiality of the personal information that you choose to share with us.

## **Accountability**

We are responsible for the personal information under our control.

## **Consent**

Personal information will only be collected, used, or disclosed with the knowledge and consent of the individual, or as required by law.

## **Limiting Collection**

We will limit the amount and type of personal information collected to that which is necessary for our identified purposes and we will only collect personal information by fair and lawful means.

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

## **Accuracy**

We will use our best efforts to ensure that personal information, including information that is disclosed to third parties, is as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

## **Safeguards**

We will protect personal information with safeguards appropriate to the sensitivity of the information.

Our safeguards will protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification, regardless of the format in which the information is held. In certain situations, we may refuse a request or not be able to provide access to all the personal information we hold about an individual. Exceptions to the access requirement will be limited and

specific, as permitted or required by law. Where permitted, the reasons for denying access will be provided to the individual upon request.

## **Recourse**

Any individual can address a challenge concerning our compliance with any of the Privacy Principles to our Privacy Officer.

We will investigate all written complaints. If we find a complaint to be justified, we will take all appropriate measures, including, if necessary, amending our policies and practices.

All Complete Excavating is protected with security measures as advised by our technical team.