

We are an authorized FloorsFirst™ Canada flooring retailer with years of professional service and installation in and around the Strathmore, AB area.

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## Terms of Use Revisions

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## SHNIER, Gesco Limited Partnership's Privacy Commitment

The following link explains how SHNIER, Gesco Limited Partnership protects the privacy of personal information in Canada.

# Privacy Policy

### SHNIER, Gesco Limited Partnership

We at SHNIER, Gesco Limited Partnership (the "Company") are committed to maintaining the privacy and security of the Personal Information of all our employees, customers as well as visitors to our Company websites. As a part of that commitment, the Company has implemented our Privacy Policy and Privacy Statements to comply with legislative requirements and to reflect the current needs of our employees, customers, and visitors to our Company websites to know what information about them we collect, why we collect it, and where it goes. We encourage you to read this Privacy Policy.

## **Privacy Policy**

This Privacy Policy applies to all employees, customers where applicable, the [floorsfirst.ca](http://floorsfirst.ca) website and the [www.shnier.ca](http://www.shnier.ca) website (the "Sites") owned and operated by the Company and to the business operations generally.

The purpose of this Privacy Policy is to inform you about the practices of the Company regarding the collection, use and disclosure of personal information (including but not limited to personal information that is about you or could be used to identify you, such as your name, social insurance number, address, e-mail address, phone number, banking information) that you may provide to us through your employment, your business dealings with us, your access to or use of the Sites, or that you otherwise provide to us.

### **Consent**

The Company collects personal information about you when you voluntarily provide it. Whenever you voluntarily provide information through your application for employment, your business dealings with us, your access to or use of the Sites, or by contacting the Company through other means, you consent to the collection, use and disclosure of that information in accordance with the provisions of this Privacy Policy.

### **When We Collect Your Personal Information**

When you apply for employment or are employed by the Company you will be asked to supply contact information such as, name, social insurance number, e-mail address, mailing address, or other personal information which may be required, for the purpose of reviewing or processing your application or if employed for the purpose of maintaining applicable employment information.

In some instances depending on the nature of the Customer relationship you will be asked to supply personal contact information or personal credit card information for the purpose of processing your order.

When you visit one of our Sites and submit a request to receive information concerning products listed on our Sites or you participate in a contest or other marketing promotion you will be asked to provide contact information (such as name, email address, and mailing address) for the purpose of administering your request. When you provide your contact information, we may also ask you to provide optional information such as demographic information (e.g. age) and profile information (e.g. purchasing preferences, experience in home renovations). It is not necessary to provide this optional information in order to receive a response to your request.

In addition, at the time you provide your personal information you may be given the opportunity to opt-in to receiving updates and notifications regarding special promotions, new products and other information about our company, which may interest you ("Promotional Mailings"). If you authorize us to send you Promotional Mailings, we may do so by using either the e-mail or the mailing address you provided. If you no longer wish to receive Promotional Mailings, send us an email at [info@gesco.ca](mailto:info@gesco.ca) indicating you no longer wish to receive such mailings from us.

Finally, the Company may collect information voluntarily provided by you, via the Sites or otherwise, for the purposes of recruitment opportunities or customer feedback. In addition, with your consent we may receive personal information about you from our dealers for the purpose of administering our Buyer's Edge Warranty Program. Some of the information that you provide through these areas may be personal information and is subject to the terms of this Privacy Policy.

### **Changes**

The Company reserves the right to change this Privacy Policy at any time without notice. The Privacy Policy posted at any time shall be deemed to be the Privacy Policy then in effect. This Privacy Policy was last updated in February 2007.

### **Cookies**

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### **Use of Information**

The Company uses your personal information in order to administer your employment application or if employed administer information such as payroll and benefits. In the instance where a Customer has chosen to provide personal information this information will be used as it relates to the processing of your order.

The Company uses personal information of visitors to our Sites in order to respond to your request or, if you checked the opt-in box, to send you Promotional Mailings.

The Company may also use your personal information to create aggregated information that does not allow you to be personally

identified or contacted. Rather than showing individual activity, aggregated information shows user behaviour as a whole (for example, information might be compiled in order to calculate the number of customers living in certain geographic areas). Aggregated information is used to evaluate the use of our Sites for development of the Sites, new products and services and marketing initiatives. The Company may disclose aggregated information to its affiliates and to agents appointed by it for purposes of administration or operation of the Sites.

#### **When We Disclose Your Personal Information**

Except as provided below, your personal information is stored in locked confidential filing cabinets or confidential databases. The Company does not disclose, give, rent or sell its employee lists, marketing lists or other personal information to any third party. Agents appointed by the Company to assist with or operate employee payroll, employee benefits, the Sites or administer the Company's marketing programs will have access to your personal information for these purposes. Such agents are required by the Company to comply with the provisions of this Privacy Policy and are prohibited from disclosing personal information to third parties except as required by law.

The Company reserves the right to co-operate fully with local, provincial and federal officials in any investigation relating to any personal information (including private electronic communications transmitted on the Company website) or any purported unlawful activities.

The Company reserves the right to disclose and/or transfer personal information to a third party in the event of a proposed or actual sale, merger or other transfer of the assets or shares of the Company or a division thereof, provided that the third party agrees to adhere to the principles expressed in this Privacy Policy and the information does not constitute all or substantially all of the assets being transferred.

#### **How We Protect Your Personal Information**

The Company makes all commercially reasonable efforts to ensure that personal information collected from you is protected against loss and unauthorized access. Personal information is collected and stored in a secure manner supervised by the Company. Access to your personal information is restricted to selected Company employees or representatives.

#### **Retention and Destruction of Personal Information**

Documents regarding your personal information will be retained only for the period required by law or as operationally necessary and then destroyed/erased in a confidential manner.

#### **Links to Third Party Sites**

The Sites may offer links to other websites. You should be aware that operators of linked websites might also collect your personal information (including information generated through the use of cookies) when you link to their websites. The Company is not responsible for how such third parties collect, use or disclose your personal information, so it is important to familiarize yourself with their privacy policies before providing them with your personal information.

#### **Other Terms**

Your use of the Sites is subject to the Company's Terms and Conditions. By accessing or using the Sites you agree to be bound by this Privacy Policy and the Terms and Conditions at the time of your access or use.

#### **Contacting Us**

Employees wishing to request access to their own personal information should contact the National Human Resources Manager at 905-789-3755. Customers who have credit related issues should contact the National Credit Manager at 905-789-3755. Visitors to our Sites can request that their name be removed from our Promotional Mailings list by sending an e-mail detailing their request to [info@gesco.ca](mailto:info@gesco.ca).

If you have any questions about this Privacy Policy or if you have reason to believe that the Company has failed to adhere to this Privacy Policy, please contact the Company's Privacy Officer at 905.789.3755.