



Privacy Policy Statement

Issued: May 17, 2016

Tone Ag Consulting Ltd. is an independent agricultural consulting firm. This Privacy Statement explains our privacy practices for our clients and prospective clients. In this Privacy Statement the terms “we”, “us” and “our” refer to Tone Ag Consulting Ltd. (*hereinafter referred to as “TAC”*).

1. TAC’s Commitment to Privacy

At TAC, we are committed to protecting and respecting the privacy of our clients. For that reason, we have taken, and will continue to take, measures that protect the privacy of personal information held by us.

This Privacy Statement provides you with details regarding: (1) why we collect personal information; (2) what we do with that information; (3) the steps that we take to ensure that access to that information is secure; (4) how you can access personal information pertaining to you; and (5) who you should contact if you have questions and concerns about our policies or practices.

We will regularly review our policies and practices and your comments are always welcome. We reserve the right to change this Privacy Statement at any time. We will alert you that changes have been made by indicating at the top of the Privacy Statement the date that it was last updated. We encourage you to review our Privacy Statement to make sure that you understand how information that you provide will be used. Our contact information is listed at the end of this statement, you are welcome to contact us at any time with regards to this statement or have any requests with how your personal information should be handled.

2. What is personal information?

Personal information means information that would identify a specific individual or information that can be directly associated with an individual. Personal information does not include aggregate information from which individual identities have been removed.

3. When we collect personal information

We only collect personal information from you if you voluntarily provide the information to TAC for future contact in relation to our services provided. However, personal information may be requested from you in order to meet the service needs requested by you, the client, or a third party on your behalf. Only information relevant to the service will be requested.

4. How we use personal information

As part of our business operations, we hold and use certain personal information pertaining to our clients in order to process your requests, provide you with client services and to understand your needs so that we can serve you better. Generally, we need to use your personal information for the following purposes:

- To provide quality client service in relation to your specific agricultural needs and requests;
- To meet regulatory or contractual requirements relating to the services provided to you;
- To conduct agricultural research, you have agreed to partake in;
- To promote additional services, we, provide that may interest you in future.

- If you ask us to, forwarding your personal information to a third party order to obtain a laboratory results, comply with government regulations, or comply with a request made on your behalf by a third party.

5. When we share personal information

As outlined above, from time to time we engage unaffiliated third parties to perform certain services or provide third parties services requested by you. In these circumstances, the personal information that the third party receives is limited to only the information held by us that they need in order to render their service to us or the service requested from us.

We will disclose personal information if a law, regulation, search warrant, subpoena or court order legally authorizes us or requires us to do so.

Except as set out above, we do not sell, rent, share or disclose the personal information we hold or make our client list available to others without your consent.

6. How long do we hold personal information?

Personal information is retained only for so long as is necessary for the purpose set out above. When no longer required, we will destroy or erase the information.

Personal information that has been voluntarily given to TAC by you for the purpose of future contact will be held indefinitely unless you request to have your information removed from our database.

Legal requirements may necessitate our retaining some or all of the personal information we hold for a period of time that is longer than we might otherwise hold it.

7. Accuracy

To ensure that the personal information you provided is accurate, complete and up to date, we urge you to provide us with updates regarding such information and to inform us of any errors affecting the personal information that we hold.

8. Security Measures

We will keep in place security measures in an effort to protect the personal information held by us from unauthorized use, access, disclosure, distribution, loss or alteration. Access to personal information will be restricted to our authorized personnel who require the information in order to perform their duties properly. In addition, access will be limited to only that information that is strictly necessary for the performances of those duties.

9. Accessing personal information

Our clients are entitled to access the personal information held by us concerning them. You can access your personal information by making a written or electronic request to us. We will generally respond to your request for information within 7 – 10 business days. If a longer response time is necessary to obtain the requested information we will advise you accordingly.

10. Opt-out Consent

Personal information that you have voluntarily provided us to keep on file for future contact is on our database indefinitely. If you no longer wish for TAC to contact you in relation to the services we provide or to share information that may be of interest to you, you may request to have your information removed from our database and mailing lists.

To have your information removed please contact us in either writing, phone, fax or electronic mail at the contact information shown at the end of this statement.

11. TAC emails

Note: If you do not wish to receive email from our organization or be removed from our mailing lists, please respond with "DO NOT EMAIL" or "REMOVE MY CONTACT INFORMATION" in the subject line accordingly.

This e-mail is intended only for use by the person(s) to whom it is specifically addressed above and may contain information that is personal, private and confidential. If you are not an intended recipient of this e-mail you are hereby notified that any retention, dissemination, distribution or copying of this email or any information contained herein is strictly prohibited. Please notify us if you have received this in error. Thank you for your co-operation and assistance.

12. Complaint process

If you are not completely satisfied with or wish to submit comments concerning this Privacy Statement or its application by us, we invite you to convey your concerns or suggestions to TAC; contact information at the end of this statement. We will reply as quickly as possible and inform you of the steps, if any, that have been or will be taken in order to address the concern or implement the suggestion.

If you have any questions, please contact us.

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