



Camirage Imaging Services Inc. Confidentiality Policy

The majority of the information we scan is confidential. Some of the documents are commercially sensitive while others contain personal information (address telephone number, date of birth, etc.) that individuals may not wish to share. In all cases, the information that has been entrusted to Camirage Imaging Services Inc. is guaranteed to remain confidential.

All our staff are required to sign a non-disclosure statement as part of their employment contract. Camirage Imaging Services Inc. can also provide the client with a confidentiality agreement or, if required, will sign a confidentiality agreement provided by the client. In addition, we have the following control points to re-enforce our confidentiality policy.

Storage

The building is fully alarmed by Price's Alarms with a key code system recording all entries and exits outside normal office hours.

The main document storage area is separate from the processing area and kept locked at all times except for access by authorized staff. Only documents that are being processed are taken out to the operations area. We never outsource work for any step of the scanning procedure.

Data Protection

Camirage Imaging Services Inc. is fully insured to protect against any loss or damage of third party information.

Additional Control Points

Process Logs: Logs showing employee name, date and time are kept for 3 years for each stage of the preparation, scanning, and indexing that is required during the handling of original documents. Only operations employees have access to clients' image files on our server for processing purposes.

Client electronic files will be kept on our server until the client indicates to us that they are satisfied with our work. Upon final quality assurance and acceptance, we will delete all client files from the server and destroy any backup disks to ensure that no client information remains with us.