
Information Management with **CQN Advantage™**

Purchasing organizations use *CQN Advantage* to manage contractor information via a secure online database at www.cqnadvantage.com. Contractor organizations input corporate information to the database and post requested documents for permanent access and storage. Distribution of contractor information and documentation is controlled through access codes issued by purchasing organizations to prospective service providers. It is the sole choice of the service provider to participate on the database.

Contractor information can only be distributed through response to an access code request. It is not possible for a purchasing organization to distribute contractor data to any other database participant. Other database subscribers cannot access a participant's database information without the specific knowledge, consent and action of that participant. Release and restriction of data is managed by the account administrator(s) of each subscribing corporation.

Document Management

Document requests are configured by purchasing organizations and are distributed / displayed electronically to contractor organizations of the purchasing organization's choosing. Requested documentation is uploaded / posted to the database by the contractor via the website's encrypted document management functionality.

Provincial and Federal Privacy Protection Legislation Compliance

CQN Advantage can be configured to retain personal information of individuals. As such, all database participants are bound by the requirements, restrictions and controls of the *CQN Advantage* User Agreement

Data Collection Practices

CanQual Inc. collects general information regarding visitors and users of the *CQN Advantage* website. Typical information collected includes the browser software being used and the user's domain name. In exceptional circumstances, we may make efforts to identify an individual or individuals when there is indication of improper use of the www.cqnadvantage.com website. In these cases, some personal identification data is traceable through the internet service provider.

CanQual Inc. and *CQN Advantage* does not sell, market, trade, or license data stored on the website for any purpose.

CanQual Inc. and *CQN Advantage* does not support the transmission of unsolicited email communications (spam). We will not send unsolicited data to any subscriber, or potential subscriber, nor will we forward unsolicited information of any kind.



CanQual Inc. and *CQN Advantage* do not collect credit card information. At no time does CQN Advantage acquire credit card numbers or any other related commercial information.

CanQual Inc. and *CQN Advantage* may periodically compile and distribute aggregated data that describes website usage trends. Under no circumstances are individual corporations identified in such reports.

Cookies

CQN Advantage does not use cookies.

Personally-identifiable Information

CQN Advantage collects individually identifiable information from registered users to complete subscription transactions, administer individual accounts, provide customer support and meet government regulatory requirements. Account Administrators may be contacted as necessary for these purposes.

CQN Advantage may contract the services of third-party Health, Safety and Environmental professionals and or corporations to assist with evaluation and audit activities. Third-party organizations serving as agents for CanQual Inc. are contractually bound by this policy and regulatory requirements.

When necessary or appropriate, we may disclose information in response to a court order, or subpoena, or when otherwise legally required. We may also disclose information as appropriate to protect our web site or legal rights. *CQN Advantage* periodically compiles registration data, site usage, and demographic information for internal analysis such as researching and identifying market segments and, other business planning needs.

Security

Electronic security for www.cqnadvantage.com is a Norton Secured (provided by Verisign). Norton operates the Verisign Trust Network that assures *CQN Advantage* clients that their information transfers and financial transactions are secure. *CQN Advantage* clients may submit sensitive data to this site with the following assurances:

- The site has a VeriSign Secure Server ID, authenticated by Norton.
- Norton has verified the organizational name and that *CQN Advantage* has the proof of right to use it.
- This site legitimately runs under the auspices of *CQN Advantage*.
- All information sent to this site, if in an SSL session, is encrypted and protected against disclosure to third parties.

Administrative security is established primarily through our Users' Agreement, our contracting policies and our hiring policies. The *CQN Advantage* Users' Agreement prohibits the transfer of a subscriber's information by another subscriber to a non-subscribing party. Violation of the Users' Agreement can result in permanent suspension of access to *CQN Advantage* and a severing of the commercial relationship between *CQN Advantage* and the offending subscriber.



CQN Advantage personnel complete extensive data handling training including specific instruction on federal and provincial privacy protection legislation. Further, all *CQN Advantage* staff and agents are subject to confidentiality and non-disclosure agreements.

Periodic Revision of Data Protection Policies

To keep up with the rapidly evolving Internet environment, *CQN Advantage* will periodically upgrade our data protection policies and communicate changes to our clients. Changes may be made at any time without notice. We will update the version number and date of the notice when such changes are made. If we make a major change in the way that we use, disclose or protect Internet registration information, we will highlight the change in this notice and will provide advance notice of the change on the web site.

