

# NOVA SCOTIA REAL ESTATE APPRAISERS ASSOCIATION

## PRIVACY POLICY

### SUBCONTRACTOR AGREEMENT AND PRIVACY STATEMENT

The members of the Nova Scotia Real Estate Appraisers Association (NSREAA) regard the protection of the Privacy of the personal information of our members as a very high priority, not only for the purpose of meeting legal requirements under the Personal Information Protection and Electronic Documents Act, but also in the interests of maintaining a lifelong relationship of good service to our members.

You acknowledge that we have engaged you for the provision of services necessary to the work requested by our Board of Directors and Executive Committee. As such, the personal information collected by NSREAA relating to its members may have been, or may be (during completion of your work for us) disclosed to you. By signing this document, you agree to maintain the confidentiality and privacy of any personal information disclosed to you and to comply in all material respects with the contents of our Privacy Policy, a copy of which is attached to this document. You also agree to limit your use of such personal information to the specific purpose as defined by the terms of your engagement.

Upon the completion of your work for NSREAA, any personal information which has been disclosed to you by NSREAA concerning our members shall be returned to our office. Any personal information kept on file by your office must not be used or disclosed in the future with firstly requesting that NSREAA obtain consent from the member whose information is in question, and secondly receiving confirmation from NSREAA that the required consent has actually been obtained.

You agree to indemnify NSREAA for any claim, loss or damage resulting from a misuse or mishandling of personal information collected, used or disclosed by the subcontractor in the course of the work for NSREAA.

If, in the course of your work for NSREAA, you receive requests from individuals for access to his/her personal information, or inquiries with regard to the information, you agree by signing below to forward such requests/inquiries to the Privacy Officer at NSREAA.

You understand that you may contact our Privacy Officer, Davida Mackay, during the NSREAA office hours at (902) 422-4077 should you have any concerns relating to the collection, use or disclosure of the personal information disclosed to you in connection with this engagement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Authorized Signatory