

FREQUENTLY ASKED QUESTIONS

Q. Why does B.J. Liu & Co Ltd. collect personal information about its clients?

A. B.J. Liu & Co Ltd. collects personal information for the following purposes only: For the purpose of preparing personal income tax returns or preparing corporation income tax returns or preparing documents that the clients ask.

Q. Who is responsible for B.J. Liu & Co Ltd.'s personal information management practices?

A. Responsibility for B.J. Liu & Co Ltd.'s personal information management practices, including compliance with the provisions of The B.J. Liu & Co Ltd.; Co Privacy Code, rests with the B.J. Liu & Co Ltd. Privacy Officer who can be reached at 604-266-3038 or via info@lyndaliucpa.com.

Q. How does B.J. Liu & Co Ltd. protect my personal information?

A. B.J. Liu & Co Ltd. protects your personal information against such risks as loss or theft, unauthorized access, disclosure, copying, use, modification or destruction, through appropriate security measures, regardless of the format in which it is held. B.J. Liu & Co Ltd.'s employees follow procedures to protect and safeguard your personal information.

Q. As a B.J. Liu & Co Ltd.'s client, can I place restrictions on the collection, use and disclosure of my personal information?

A. Yes. You may refuse or withdraw your consent at any time. Please see The B.J. Liu & Co Ltd. Privacy Protection Pledge for details.

Q. How can I best understand how B.J. Liu & Co Ltd. deals with the collection, use and disclosure of my personal information?

A. The B.J. Liu & Co Ltd. Privacy Protection Pledge sets out our commitment to protecting your privacy. More detailed information can be found in The B.J. Liu & Co Ltd. Co Privacy Code.

Q. How is personal information defined under the *Personal Information Protection and Electronic Documents Act (Canada)*?

A. Personal information is defined as any information about an identifiable individual, but does not include the name, title, business address or telephone number of an employee of an organization.

Q. Why has B.J. Liu & Co Ltd. made available The B.J. Liu & Co Ltd. Privacy Protection Pledge?

A. B.J. Liu & Co Ltd. wants you to understand the purposes for which we collect, use and disclose personal information about our clients. Furthermore, we want to be sure that we have your consent to continue to collect, use and disclose your personal information for those purposes outlined in The B.J. Liu & Co Ltd. Privacy Protection Pledge. Finally, we have also developed The B.J. Liu & Co Ltd. Privacy Code to more fully explain our personal information management practices and to respect the *Personal Information Protection and Electronic Documents Act (Canada)*.

Q. Where can I obtain more information on privacy?

A. For a copy of the *Personal Information Protection and Electronic Documents Act (Canada)*, please visit the Privacy Commissioner of Canada's web site at www.privcom.gc.ca.