

## 12) Privacy Policy

### *General:*

At Fieldhouse Capital Management Inc. ("FCMI") an important part of our commitment to provide you with service excellence is our respect for your right to privacy.

Keeping our customers' information and affairs in strictest confidence is a cornerstone of FCMI's business. The range of products and services FCMI offers our customers continues to expand, and the technology we use continues to change but no matter how our business changes, we will be committed to protecting your privacy.

The policies and procedures outlined in this policy statement are designed to protect your privacy and are in place across our firm.

For purposes of this policy, "personal information" means information about an identifiable individual, but does not include the name or business contact information concerning that individual.

This policy also applies to employees of FCMI. An "employee" of FCMI is someone employed by FCMI who performs services for FCMI.

### *Protecting Your Privacy Means:*

- FCMI and its employees keeps your personal information and the business you conduct with us in strict confidence;
- Your personal information is not sold to, rented to, leased to, or shared with, third parties without your consent;
- You have control over how FCMI obtains, uses, and gives out personal information about you;
- You have access to the personal information FCMI has about you;
- FCMI respects your privacy when we market our products and services.
- Please note that The Freedom of Information and Privacy Act" or regulations may obligate FCMI to disclose personal information\*\*

### *OUR PRIVACY POLICIES ARE DESIGNED TO PROTECT ALL OF OUR CUSTOMERS:*

#### *Accountability*

FCMI is accountable for the protection of your personal information. While senior management is ultimately accountable for the protection of that information, the day-to-day monitoring for compliance may be delegated to staff.

While FCMI has procedures in place to assist our employees in the practice of the FCMI's privacy policies, the overall responsibility for the protection of personal information and compliance with this policy rests with FCMI's Privacy Officer. FCMI's Privacy Officer is the Chief Compliance Officer.

FCMI uses various third parties or vendors to process and store information. It is FCMI's responsibility to ensure that a written contract with an outside party will afford a comparable level of protection while such third party is processing personal information. This will usually mean the provision of a copy of this policy to such third parties and the written acknowledgement from such parties that it will be bound by the policy to the extent applicable. Further provisions include the return of all personal information to FCMI upon completion of

services, an agreement not to use such information except for the purposes of the business relationship relating to FCMI, and the destruction of any remaining records in the possession of the third party upon completion of services. Finally, the third party must agree to advise FCMI immediately of any concerns, or objections expressed, relating to personal information of our clients and employees.

FCMI is committed to ensuring that the appropriate security measures are employed in the transfer of sensitive personal information. However, in relation to e-mail or wireless communication, complete confidentiality and security cannot be assured.

FCMI is not accountable for any damages suffered when a customer or employee transmits personal information through e-mail or wireless communication or when FCMI transmits personal information to a client on request.

### *Identifying Purposes*

From time to time, FCMI may need to collect information about you for specific purposes. We require information relating to the following:

- your name, address and telephone number;
- understanding your needs and eligibility for products and services;
- recommending particular products and services that are suitable to you;
- maintaining appropriate levels of service;
- establishing your identity and provide contact information for you;
- protecting you and us from error and fraud;
- complying with legal and regulatory requirements;
- opening an interest bearing or investment account such as, for the purpose the Income Tax Act and other obligations;
- obtaining your Social Insurance Number or other tax identification number;
- opening an account that may hold U.S. securities or have U.S. beneficial owners, such as FCMI's regulatory obligations with the U.S. Internal Revenue Service to obtain for U.S. Taxpayer Identification Numbers and/or other citizenship or residential identification information;
- opening an account, for the purpose of assessing your creditworthiness such as obtaining for certain financial information.
- contacting other lenders or credit bureaus to give us information on your credit history;
- for our employees - providing benefits and managing the employment relationship FCMI may review and analyze your use of products and services, including transactions in your accounts, to help protect you from unauthorized use of your accounts, to help us serve you better, to comply with our own supervisory requirements, and to bring other products and services to your attention which we feel will be of benefit to you. In this regard FCMI may monitor telephone communications outgoing correspondence and emails from time-to-time.

FCMI may collect, use and discloses personal information only for purposes that a reasonable person would consider appropriate in the circumstances.

### *Consent*

FCMI obtains your consent before we:

- Check your employment;

- Obtain a credit report;
- Obtain, use or disclose to other persons, personal information about you unless FCMI is obliged to do so by law or to protect our interests;
- Use your personal information in any way FCMI has not disclosed to you previously.

Your consent can be express or implied. Express consent can be verbal or written. For example, when applying for an account, you give us your written consent for us to obtain a credit report.

You imply consent when FCMI can reasonably conclude that you have consented to the use of your personal information, through your action or inaction. For example, if, in the course of you using your investment account, we are required to use an outside company to maintain your account data, we can reasonably conclude that you have consented to our providing your information to the outside company

You may withdraw your consent at any time after you have consented, provided that there are no legal requirements to prevent such withdrawal. If you do not consent to certain uses of personal information, or if you withdraw your consent, FCMI may not be able to provide you with a particular product or service and we may not be able to provide service to you at all.

There are some circumstances under which FCMI may collect, use and disclose personal information without consent under the following circumstances:

- FCMI may use a third party to process or store personal information. From time to time, FCMI may use the expertise of an outside party to do work for us which may involve the use of your information for example, processing your account information or the mailing of shareholder information. When we use an outside party, we select the party carefully and confirm that it uses security standards comparable to those of FCMI.
- FCMI may disclose information for legal or contractual reasons. FCMI may be compelled to release your personal information by a court of law, or by another legal authority, regulatory authority, or governmental body. Under those circumstances, FCMI shall release information only to the extent that we are required to do so.

For regulatory purposes, Canadian and United States self-regulatory organizations including the Investment Industry Regulatory Organization of Canada (IIROC), Bourse de Montreal Inc., the Canadian Investor Protection Fund, the National Association of Securities Dealers, the Securities Investor Protection Corporation (collectively, "SROs") require access to personal information of current and former clients, employees, agents, directors, officers, partners and others that has been collected or used by persons or firms under their jurisdiction ("Regulated Persons"). SROs collect, use or disclose such personal information obtained from such Regulated Persons for regulatory purposes, including:

- Surveillance of trading-related activity;
- Sales compliance, financial compliance, trade desk reviews and other regulatory audits;
- Investigation of potential regulatory and statutory violations;
- Maintenance of regulatory databases;
- Enforcement or disciplinary proceedings;
- Reporting to securities regulators; and
- Information-sharing with securities regulatory authorities, regulated marketplaces, other SRO's and law enforcement agencies in any jurisdiction in connection with any of the foregoing.

- Our Carrying Broker partners are required under a Treaty Statement negotiated between the Canadian Government and United States Authorities i.e. U.S. Internal Revenue Service to withhold taxes, and report certain account activity, for accounts that hold U.S. securities or have U.S. beneficial owners.
  
- In certain circumstances, FCMI may be required to collect, use or release information for the protection of FCMI's interests' examples could include; collecting an overdue account, when defending a legal action, to detecting or preventing fraud, or to detect or prevent any other illegal or improper activity.
  
- In certain circumstances, FCMI may be required to collect, use or release personal information where there is an emergency that threatens an individual's life, health or personal security.