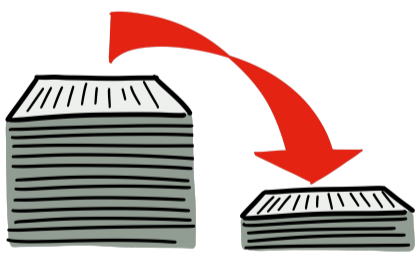


# PROTECTION OF PERSONAL INFORMATION ACT



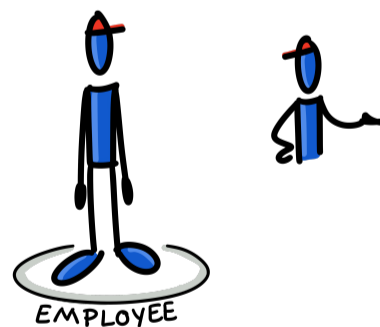
## PROTECTION OF PERSONAL INFORMATION RULES



Only collect Personal Information which is necessary for the purpose required



Make sure the Personal Information is kept confidential and stored securely



Do not distribute the Personal Information to others internally unless they need to know about it and use it for business purposes



Do not distribute the Personal Information to others externally unless they need to know about it and use it for defined or legal purposes and they have agreed to keep it confidential and secure