

## **PRIVACY STATEMENT**

Thomas, Large & Singer Inc. (“TLS” or “we”), is committed to protecting your privacy, and supports a general policy of openness about how we collect, use and disclose your personal information.

The purpose of this Privacy Statement is to inform you about TLS’s practices relating to the collection, use and disclosure of personal information that may be provided through access to or use of our website or services and related products or that may otherwise be collected by us. By purchasing our products or using our services or website, you consent to the collection, use and disclosure of your personal information (as defined below) in accordance with the following terms and conditions.

This Privacy Statement also explains how you can contact us if you have a question about, want to make a change to or delete any personal information that TLS may be holding about you. We strongly recommend that you take the time to read this Privacy Statement and retain it for future reference.

### **Personal Information**

For the purpose of this Privacy Statement, “personal information” means information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee of an organization.

### **What Personal Information We Collect**

TLS collects personal information from you when you purchase products or services from us, register as a member on our website, request information from us, provide customer feedback to us, participate in one of our contests or promotions or otherwise communicate with us.

The personal information collected will depend on the circumstances of the collection and may include at least some of the following:

- name and contact information
- email address
- credit card / payment information
- customer service comments or feedback
- demographic information
- purchase history

### **How We Use Your Personal Information**

We collect, maintain, and use the Personal Information you voluntarily submit to provide the service or carry out the transaction you requested or authorized. This may involve using your Personal Information to fulfil or process your request for information, products or services, bill you for such products or services, offer you customer support and do all things necessary to carry

out the transaction you requested and develop and maintain our relationship with you and communicate with you.

### **When We Disclose Your Personal Information**

Except with your consent, we will not sell, license, trade or rent your personal information to or with others.

TLS may share personal information with third parties engaged to assist us in providing services to you or to carry out one or more of the purposes described above. These service providers are prohibited from using your personal information for any purpose other than to provide this assistance and are required to protect personal information disclosed by TLS and to comply with the general privacy principles described in this Privacy Statement.

TLS reserves the right to disclose personal information to a third party if a law, regulation, search warrant, subpoena or court order legally requires or authorizes us to do so.

TLS also reserves the right to disclose and/or transfer personal information to a third party in the event of a proposed or actual purchase, sale, lease, merger, amalgamation or any other type of acquisition, disposal or financing of all or any portion of or of any of the business or assets or shares of TLS or one or more of its subsidiaries, affiliates or divisions thereof in order for you to continue to receive the same products and services from the third party.

### **Knowledge and Consent**

TLS collects personal information about you only when you voluntarily provide it. Typically, we will seek consent for the use or disclosure of your personal information at the time of collection. In certain circumstances, consent may be sought after the information has been collected but before use (for example, when we want to use information for a purpose not previously identified).

The form of consent that we seek, including whether it is express or implied, will largely depend on the sensitivity of the personal information and the reasonable expectations of the individual in the circumstances.

You may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. If you wish to withdraw your consent at any time, please contact our Privacy Officer as set out in the "Contacting Us" section below. We will inform you of the implications of withdrawing consent.

We will not, as a condition of the supply of a product or service, require you to consent to the collection, use or disclosure of information beyond that required to fulfill the explicitly specified and legitimate purposes for which the information is being provided.

### **Use or Disclosure for Marketing Purposes**

If you have not opted out of receiving marketing materials, we may also use (but will not disclose) your personal information to promote and market additional goods, services and special

offers from us, our subsidiary and/or affiliates namely Reinhart Foods Ltd. and Emblem Logistics Inc., including by means of direct marketing. We may also disclose your name and mailing address to our subsidiary and/or affiliates so that they can send you promotional materials directly.

You can choose not to allow us to use or disclose your personal information for direct marketing purposes by indicating your preference at the time your information is being collected or by contacting us as outlined below (see “Contacting Us”).

### **Cookies**

A cookie is a small piece of information that a website can store on your web browser and later retrieve. The cookie cannot be read by any website other than the one that set up the cookies. On occasion we may use Cookies or various types of data collecting techniques on our website to enhance the viewing experience or collect session information. Under NO circumstances is any data tied to any identifiable information such as e-mail address This information simply allows us to better understand the nature of the traffic on our website and permits us to continue to develop our site in a manner that best meets our visitors’ needs.

### **How We Protect Your Personal Information**

TLS makes all commercially reasonable efforts to ensure that personal information collected from you is protected against loss and unauthorized access. This protection applies in relation to information stored in both electronic and hard copy form. Access to your personal information is restricted to selected employees or representatives. In addition, TLS employs generally accepted information security techniques, such as firewalls, passwords and access control to protect personal information against loss and unauthorized access.

### **Links to Third Party Sites**

This website may offer links to other third party websites. You should be aware that operators of linked websites may also collect your personal information (including information generated through the use of cookies) when you link to their websites. TLS is not responsible for how such third parties collect, use or disclose your personal information, so it is important to familiarize yourself with their privacy policies before providing them with your personal information.

### **Retention of Your Personal Information**

TLS retains your personal information for as long as necessary to fulfill the purpose(s) for which it was collected and to comply with applicable laws, and your consent to such purposes(s) remains valid after termination of our relationship with you.

### **Changes to this Privacy Statement**

TLS reserves the right to modify this Privacy Statement at anytime without notice. The Privacy Statement posted at any time or from time to time via this website shall be deemed to be the Privacy Statement then in effect.

### **Correcting or Updating Your Information**

You can help us maintain the accuracy of your personal information by notifying us of any changes to this information. You may contact our Privacy Officer in any one of the following ways set out in the “Contacting Us” section below to request access to or correction or update of your personal information.

### **Contacting Us**

In the event that you have any questions about TLS’s Privacy Statement or if you have reason to believe that TLS may have failed to adhere to this Privacy Statement, you may contact our Privacy Officer at:

Mail: Thomas, Large & Singer Inc, 250 Rowntree Dairy Road, Vaughan, ON L4L 9J7

Or call us at: 905-851-6510 x140

Or send an e-mail to: [pwagner@thomaslargesinger.com](mailto:pwagner@thomaslargesinger.com).

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