

## **Trevlac Registry Services Inc.**

# **Data Privacy Policy**

**Trevlac Registry Services Incorporated** and its employees recognize the private and confidential nature of the information that is stored in the **Registry's** database.

***Trevlac** employees will not knowingly release to anyone or allow anyone to view any of the personal information on anyone in the database except where required by law or where expressed, written permission is provided by a representative of the First Nation responsible for the data being released or viewed.*

All data is maintained behind Usernames and Passwords on a secure server and all data transmission from the users to the database is done using a secure transmission protocol. Clients of **Trevlac Registry Services Incorporated** have the responsibility to insure that their Usernames and Passwords are never released to anyone except to those people appointed by the First Nation client to administer the individuals in the database. Users are encouraged to change their Password frequently and may change their Passwords at any time should they think that their Password has been compromised. Any breaches of security should be reported to **Trevlac Registry Services Incorporated** immediately at either 800-363-3633 or 888-302-3837 so that the **Trevlac** staff can insure that the breach does not continue. All employees of **Trevlac Registry Services Inc.** and **Trevlac Computer Services Ltd.** have read this policy and have signed a copy signifying that they concur with and will abide by its contents.