



**RP GRAPHICS GROUP**  
*Print & Integrated Services*

**PRIVACY AND CONFIDENTIALITY STATEMENT**

- RP Graphics Group has implemented a security infrastructure to ensure that all customer supplied materials and property are protected as defined by the Canadian Privacy Act (PIPEDA)
- PIPEDA: The Personal Information Protection and Electronic Documents Act sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities.
- RP Graphics has developed the organizational, physical, IT security infrastructure to comply with PIPEDA requirements
  - IT infrastructure (Firewalls, Monitoring / Auditing, Encryption)
  - RP Graphics has implemented physical security and access control. The facility is monitored 24/7 through camera surveillance and by an outside monitoring body.
  - Employee and sub-contractor confidentiality agreements are in place. Policy and general awareness training is a part of all employee orientation programs.
- RP graphics has developed a disaster recovery and business continuity plan within the security infrastructure.

Denis Muslimovic  
Chief Privacy Officer