

BGL BROKERAGE(WEST) LTD.

Privacy Policy

1. Policy Statement: Privacy is our Policy

Introduction

BGL Brokerage (West) Ltd is a privately owned licensed Canadian Customs Broker and adheres to all laws governing international trade, including the collection of duties and taxes on behalf of CBSA (Canada Border Services Agency). We are committed to ensuring that all information obtained from all our clients and trade partners are maintained in complete confidentiality.

2. Internet users:

The sole purpose of our website is to provide a personalized service to our customers which stems from completing and printing various customs forms, tracking shipments on our Pars tracker and contacting our firm if need be. BGL may use cookies to provide a more customized service. Customers do not require to input any personal information to access our website, therefore the misuse, storing or distribution of personal information to a third party is a non-issue. As an added service, our website offers links to various third party websites within the customs and freight forwarding realm. We do not take responsibility for the security, privacy policy and content of these websites.

3. Description of Personal Information:

(Personal information shall include but is not limited to name, home, address, home postal code, home telephone number, email address, social security number, financial information and employment related information as may be found on resumes, applications, background verification information or in employment references)

4. Type of information we may collect from customer and Use of Customer Information:

Upon account opening, BGL collects information such as: name and address of company, business number, credit referrals and banking information (name and address of bank, contact person & telephone number, account number, authorizing signature to obtain credit information). Requested documents for opening such accounts are: Power of Attorney, Master Authority, Client Information Sheet and GST letter. Account information is inputted into our secure database and all client information is managed by administrative officers. Only upon written consent by our customer is this information shared with a third party. Information may be sent via e-mail or fax transmission.

5. Option to Opt-out:

Customer may request for removal of personal information from our database by email at info@bglwest.com and information will be removed within a 24 hour period.

6. Collection and Use of Employee Personal Information:

BGL also collects personal information from its employees in conjunction with its Human resource Department. This information is kept in a secure environment in all confidentiality and is used for employment related purposes only which comply with our governing provincial and federal laws. If there is a request to forward any information to a third party, we will comply upon written consent from our employee only. (Which may include but not limited to government agencies, financial institutions).

Upon termination of employment, personal information is kept on file unless requested in writing by former employee to destroy, which will be complied with within 24 hours of the request.

BGL reserves the right to revise this policy when appropriate, therefore our clients are encouraged to visit this policy on a regular basis. Any questions, complaints or comments on BGL's Privacy Policy, please contact our Privacy Officer:

Mailing address:

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