

Community Futures Highwood Privacy Statement

Community Futures Highwood respects and protects the personal privacy of our clients. We are committed to complying with the provisions of the *Personal Information Protection Act (PIPA)* and *Freedom of Information and Protection of Privacy (FOIP)*.

We collect information about you and your business or business idea in order to provide you with the Government funded programs and services you have requested. This information is normally used as follows:

- i. To determine if you qualify for any of the services or program assistance
- ii. To analyze the extent of assistance we may be able to provide
- iii. To assist us in providing the Government with appropriate accumulated targeted data on the services we are providing
- iv. To assist in identifying appropriate referral agents
- v. To use some of the non-financial and non-personal confidential information, with your prior approval, to assist in marketing or referring you to potential employers or to potential customers of your business

Community Futures Highwood:

- Will not collect, use or disclose your personal information for any purposes other than those identified to you, subject to exceptions permitted by law;
- Will make all reasonable efforts to protect the confidentiality of your personal information when doing business internally or externally with other organizations;
- Will make all reasonable efforts to keep your personal information accurate and up-to-date; and
- Will attempt to honour requests you make for access to your personal information or the correction of your personal information under the guidelines of the various Government Privacy Acts.

We do not compile, review or use this information for any other purpose.

To be eligible for our services your business must be registered within our service area (south of Calgary to Stavely, Foothills County, Vulcan County, the northern part of the MD of Willow Creek and including all the towns and hamlets in these areas.

In order to pre-qualify for a potential business loan you must:

- Have a viable business plan and cash flow projection
- Be unable to secure funding from a traditional lender
- Have at least 10% of your own capital in the business venture (either cash or equipment/tools)
- Be in good standing with CRA (Income Taxes, GST, Source Deductions) and WCB