



# Corporate Purchasing Card Application

## AMERICAN EXPRESS USE OF PERSONAL INFORMATION

### Privacy Notice

You are urged to read this Privacy Notice thoroughly as it relates to important matters dealing with your privacy rights. It includes your consent to the collection, disclosure, use and processing of your personal information for the purposes identified. It also provides some illustrative descriptions and examples to help you understand the nature of this personal information and how it relates to the purposes.

In this Privacy Notice, the words “we”, “our” and “us” mean Amex Bank of Canada, its parent and affiliates (including Amex Canada Inc., a provider of travel related services), and their agents and service providers (acting on their behalf). “Information” is any information about you and includes “Personal Information” (i.e., any information which relates to an individual and allows that individual to be identified).

#### CONSENT TO USE OF PERSONAL INFORMATION

We collect, disclose, use and process Information: (1) to consider initiating and to initiate, maintain and develop our relationship with you in connection with our offering products and services generally, including helping us to understand the current and future needs of our customers and to otherwise analyze and manage our business; (2) to administer billing and accounting services and security measures in relation to your business with us; (3) to monitor your transactions; (4) to evaluate your credit standing; (5) to share and exchange reports and Information with credit reporting agencies, credit bureaus and/or any other person, corporation, firm or enterprise with whom you have or propose to have a financial relationship, and to use other third party databases (including registries and licensing authorities) or references provided by you to obtain or verify Information about your financial circumstances, your background or to identify you; (6) as permitted by or to comply with legal and regulatory requirements; (7) to, unless prohibited at the Company’s request, promote and market products and services offered by us or other well established companies, including by means of direct marketing, through ordinary mail, e-mail, telephone or other available communication channels; (8) to, where the provision of services or benefits provided to you in relation to the account are offered by or include the participation of third party suppliers, share and exchange with such third party suppliers, and their agents and service providers, any Information reasonably required for the provision of the service or benefit including sharing and exchanging with suppliers of or participants in any applicable loyalty or reward programs, and their affiliates and agents, any Information reasonably required for any such loyalty or reward program; (9) to share or exchange with the Company, and its parent or affiliates and their respective service providers or agents, including, at the request of the Company, to process, consolidate and transmit Information to the Company’s third party service provider for the purposes of preparing reports, analysis and others such services to be made available to the Company by such third party service provider; (10) to, if you participate in a recurring or automatic billing program with any business or supplier, share or exchange with the applicable business or supplier for the reasonably required purposes of your participation in such programs; and (11) to, if you choose to use your Corporate Card as a form of payment for business travel reservations with Amex Canada Inc., share or exchange with Amex Canada Inc., for the purpose of business travel reservation fulfillment. If you provide your Social Insurance Number, we will use it to match credit bureau/reporting agency Information. This allows us to distinguish you from other individuals, particularly those with similar names, and helps ensure the accuracy of the Information collected and reported. If you provide us with your e-mail address, our e-mail communications with you may include customer service and collection notices. You agree that we, or reputable organizations selected by and acting for us, may from time to time monitor and/or record any of your telephone calls with us for the purpose of servicing accuracy, quality assurance, training and record keeping. We may use Information in our records for as long as it is needed for the purposes described above even after our relationship with you has ceased.

You consent to our collection, disclosure, use and processing of Information for the purposes described above. You authorize third parties to give us the Information for these purposes. If you provide us with information (including Personal Information) about any other individual, you confirm that the individual (i) has consented to our collection, disclosure, use and processing of that Information for these purposes as reasonably required and (ii) authorizes third parties to give us the Information for these purposes.

**You may at any time refuse or withdraw your consent under (7) completely or you may select from any partial consent options we may make available by calling 1-800-716-6661 or 905-474-9329. Your request will be processed promptly but may not be captured for promotions already in progress. This will not limit information we may provide you when you contact us.**

#### NATURE OF INFORMATION COLLECTED

The Information we collect from time to time may include: (1) Information to identify you such as name, date of birth, contact information, government issued documentation details (for example, a driver’s license), and your background

(for example, occupation); (2) Information about your financial circumstances and behaviour, such as your income, assets, payment history and credit worthiness; (3) Information for the provision of products and services (for example, language and other preferences, and Information on a loyalty or reward program attached to your product); and (4) Information relating to transactions arising from your relationship with or through us (depending on the product or service, this may include purchase details, details about how you make payments to us or use our products to make payments to others).

We collect Information from various sources including from you directly through applications, correspondence or other communications, through the products and services you use, from others with your consent (such as credit reporting agencies and other lenders) or other permitted sources.

In certain appropriate circumstances, we or others providing services through us may ask for health information for specific services (such as insurance) or requests. This type of Information will not be used for any purpose other than to address the specific service or request. We will not request or use health information to assess a credit application.

We will review and analyze Information in various ways. For example, when we monitor transactions we use proprietary techniques to help identify transactions that may be of risk from a credit, fraud or money laundering and terrorist financing perspective. This involves our understanding you and your ordinary use of our products and services in order to identify unusual activity. It also includes assessing Information in relation to information from other sources including our own records to detect suspicious patterns or connections.

When we promote and market to you products and services offered by us or other well-established companies (“promotions”), each promotion is carefully developed to ensure that it meets our standards. We try to make sure these promotions reach only those customers most likely to take advantage of them. To do this, we develop lists for use by us based on Information you have provided us on your applications, in surveys and other communications, Information derived from how you use our products that may indicate purchasing preferences and lifestyle, as well as Information available from external sources including consumer reports. We may also use that Information, along with non-credit information from external sources, to develop lists that are used by us. The lists used to send you promotions are developed under strict conditions designed to safeguard the privacy of customer information.

#### YOUR CONSENT RIGHTS

Except in the limited circumstances where our use of Information is permitted or required by law, before using your Information for any new purposes we will explain them to you and seek your consent.

Subject to legal and contractual restrictions, you can withdraw your consent to our use of your Information at any time with reasonable notice. For example, as described above you may choose not to receive marketing offers or other promotional materials. If you refuse or withdraw your consent for any purpose that is necessary for us to fulfill our product or service contract with you, we will not be able to provide you, or continue to provide you, with the product or service. In some cases, certain consents are mandatory and cannot be withdrawn. For example, once you have a card or other credit or charge product from us, you may not withdraw your consent relating to ongoing collection and disclosure of credit information. Similarly, you cannot withdraw your consent on matters that are essential to the management of our businesses, including the disclosure of Information when we assign our rights to others such as for the sale or collection of debts.

#### PRIVACY CODE

To obtain more information about our policies and procedures in protecting your privacy, including how to request access and correction to your Information held by us, visit our website at [www.americanexpress.ca/privacy](http://www.americanexpress.ca/privacy) or call us at 1-800-716-6661 or 905-474-9329 to request a copy of our Privacy Code.

#### LOYALTY OR REWARD PROGRAMS

Where any applicable loyalty or reward program is offered by someone other than American Express (a “Program Provider”), the terms and conditions of such programs, including the Program Provider’s privacy policy, may be provided to you directly by the Program Provider.

#### LANGUAGE (FOR QUEBEC RESIDENTS ONLY)

Unless otherwise indicated under the “Information of Individual Requesting Card” section above, you confirm that you wish this application, the Agreement and all communication, including statements, notices and other documents from us and our affiliates to be in English until you otherwise advise us.

À moins d’indication contraire énoncée ci-dessus à la section Information of Individual Requesting Card, vous confirmez que vous désirez que cette demande, la convention et toutes communications, y compris les relevés, avis et autres documents, en provenance de nous, de personnes morales de notre groupe et de marchands qui acceptent la Carte, soient rédigés en anglais, sauf avis contraire de votre part.