

RURAL COMMUNITY POWER PRODUCERS ASSOCIATION'S PRIVACY POLICY

Our Privacy Philosophy

At Rural Community Power Producers Association [(“**Rural Community Power Producers Association**”, “**we**” or “**us**”), we sincerely value the trust that you have placed in our business. We have adopted this privacy policy (the “**Policy**”) to affirm our commitment to maintaining the accuracy, confidentiality, and security of your personal information.

This Policy explains how we collect, use, disclose and safeguard the personal information that you or a third party provide. Providing personal information or authorizing a third party to disclose personal information to us signifies your consent to Rural Community Power Producers Association's collection, use and disclosure of your personal information in accordance with this Policy.

For the purposes of this Policy, “personal information” means information that can identify an individual directly or through other reasonably available means. The meaning of “personal information” shall be interpreted in a manner that conforms with the minimum requirements of applicable provincial and federal privacy legislation.

Our Privacy Principles

Identifying Purposes and Obtaining Your Consent

We identify the purposes for collecting your personal information at or before the time it is collected. We will not collect, use or disclose your personal information without your informed consent, unless required or permitted to do so by law.

At Rural Community Power Producers Association, we collect, use and disclose personal information about you so we can:

- **Provide up-to-date information on our co-operative members progress**
- **Provide your information to our co-operative members so they can contact you directly**

We may also use your personal information to communicate with you.

Should we require your information to fulfill a purpose that is not identified in this Policy, we will obtain your consent before proceeding.

Limiting the Collection, Use and Disclosure of Your Personal Information

The information we collect

We collect personal information by fair and lawful means and limit collection to that information which is necessary for the purposes identified in this Policy. The type of personal information that we may ask for includes:

- Name, address, email address, telephone number, how you found us and information you request.

The choice to provide us with your personal information, either directly or through a third party, is always yours. However, your decision to withhold particular information may limit our ability to provide you with some of our products or services.

How your information is collected

Personal information may be collected in a number of ways, including: in person, over the phone, by mail, by fax, over the Internet, and from third parties who you have authorized to disclose personal information to us.

Web cookies are very small text files that are stored on your computer from a webpage to keep track of information about your browsing on that site. Through the use of web cookies, we may monitor the ads you see and the number of times you view them. The use of cookies also allows us to capture standard web traffic information, such as the time and date you visited our website, your IP address, and your browser information. In no circumstances do the cookies capture any information that can personally identify you.

We make every reasonable effort to ensure that those third parties that disclose your personal information to us have first obtained your consent. If you believe that a third party has inappropriately disclosed your personal information to us, please contact that third party directly. If the third party does not sufficiently respond to your inquiries, please let us know immediately.

Your personal information will only be used or disclosed in accordance with the purposes for which it was collected, unless you have otherwise consented or except where required or permitted by law.

Disclosure to third parties

We will only disclose your personal information to third parties if you have so consented or if required or permitted by law.

The type of information we are legally required to disclose may relate to criminal investigations or government tax reporting requirements. In some instances, such as a legal proceeding or court order, we may also be required to disclose your personal information to authorities. Only the information specifically requested is disclosed and we take precautions to satisfy ourselves that the authorities that are making the disclosure request have legitimate grounds to do so.

Your personal information may be disclosed in situations where we are legally permitted to do so, such as in the course of employing reasonable and legal methods to enforce your rights or to investigate suspicion of unlawful activities. We may release certain personal information when we believe that such release is reasonably necessary to protect the rights, property and safety of ourselves and others.

You also understand and agree that we may use your personal information and disclose your personal information to third parties in connection with the proposed or actual financing, insuring, sale, securitization, assignment or other disposal of all or part of our business or assets (including accounts) for the purposes of evaluating and/or performing the proposed transaction. These purposes may include, as examples, permitting such parties to determine whether to proceed or continue with the transaction, fulfilling any reporting or audit requirements to such parties, and/or disclosing personal information as part of concluding a sale or transfer of assets. Our successors and assigns may collect, use and disclose your personal information for substantially the same purposes as those set out in this Policy. In the event the transaction does not go through, we will require, by contract, the other party or

parties to the transaction not to use or disclose your personal information in any manner whatsoever for any purpose, and to return or destroy such personal information.

Except as specifically provided for in this Policy, we do not disclose any personal information to third parties with the exception of our member co-operatives for the purposes previously stated.

Keeping your information accurate

We make every reasonable effort to keep your personal information as accurate, complete and up-to-date as necessary. If desired, you may verify the accuracy and completeness of your personal information in our records.

Despite our best efforts, errors sometimes do occur. Should you identify any incorrect or out-of-date information in your file, we will remedy any such errors on a timely basis. In the event that inaccurate information is mistakenly sent to a third party, we will communicate relevant changes to the third party where appropriate.

Protecting Your Personal Information

Access to your information within Rural Community Power Producers Association

Access to private, sensitive and confidential information, including your personal information, is restricted to authorized employees with legitimate business reasons. For example, when responding to customer enquiries, employees will need to access your information to verify your identity and to properly assist you.

We require all of our employees to abide by Rural Community Power Producers Association's privacy standards. Our employees understand the importance of keeping your information private. For this reason, our employees are required to agree to strict confidentiality which prohibits the disclosure of any customer information to unauthorized parties

Employees are strictly prohibited from accessing or disclosing personal information without authorization. All employees are expected to maintain the confidentiality of personal information at all times and failure to do so will result in appropriate disciplinary measures including dismissal.

Disposal and Retention

Except as otherwise permitted or required by law, your personal information will be retained for so long as is reasonably necessary to fulfil the purposes for which it was collected.

Safeguarding your information

To ensure that your personal information is protected, we utilize security safeguards that are on par with the industry standard. We use modern technologies to ensure that your confidential information is not compromised. Our server environment and firewall infrastructure are well-maintained and our security practices are reviewed on a regular basis.

We keep electronic customer files in a highly-secured environment with restricted access. Paper-based files are stored in locked filing cabinets to which access is also restricted. When you call our customer service centre, you will be required to verify your identity.

We use Secure Socket Layer (“SSL”) and 128-bit encryption technologies to enhance security for the secured areas of our website. SSL protects and maintains the security of messages transmitted over the Internet. SSL scrambles your data into an unreadable format, preventing unauthorized access by others.

Addressing Your Inquiries and Concerns

We are happy to provide you with a copy of this Policy and to discuss any of its content with you.

Upon request, we will also inform you of: the type of personal information we have collected; how your personal information has been used; and any third parties to whom your personal information has been disclosed.

Please direct all questions or enquiries about this Policy to:

John Andrews
2550 Argentia Road, Suite 105
Mississauga, Ontario, L5N 5R1
Phone: 905-607-1016
Fax: 905-607-5995
Email: john@ipcenergy.ca

Updating this Privacy Policy

Any changes to our privacy standards and information handling practices will be reflected in this Policy in a timely manner. Rural Community Power Producers Association reserves the right to change, modify, add, or remove portions of this Policy at any time. Please check this page periodically for any modifications. To determine when this Policy was last updated, please refer to the modification date at the bottom of this Policy.

Websites Governed by this Privacy Policy

Our website www.rcppassoc.ca/register is governed by the provisions and practices stated in this Policy. Our website may contain links to third party sites that are not governed by this Policy. Although we endeavour to only link to sites that share our commitment to your privacy, please be aware that this Policy will no longer apply once you leave our website and that we are not responsible for the privacy practices of third party sites. We therefore suggest that you closely examine the respective privacy policies of third party websites to learn how they collect, use and disclose your personal information.

Governing Law

This Policy and all related matters are governed solely by the laws of Ontario and the applicable federal laws of Canada.

Last revised Wednesday, January 16, 2013