

Security Measures



NCS CANADA

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Security Measures

At NCS Canada, we are committed to protecting the privacy of your clients. These Security Measures describe our current policies and practices in relation to the handling and use of personal information.

What information do we collect and how do we use it?

As a service provider, we are subject to requirements to obtain and hold detailed information, which personally identifies you and/or contains information about you (“personal information”). In addition, to provide you with a comprehensive service we need to obtain certain personal information about you or your clients. We use personal information only for the purposes of our work, that is, accounting, taxation, NTR Preparation, data administration, etc., We use your information to send you requested information to enable us to manage your ongoing requirements, e.g. further information regarding specific jobs and our relationship with you, e.g. invoicing. We may use your information internally to help us improve our services and help resolve any problems.

How do we hold & protect your information?

We keep personal information only for as long as is reasonably necessary for the purpose of execution of our work & any further work with you. We have access to the information collected from you using a secure external online server facility powered by our software partners.





We encourage you to ensure you practice the highest level of online security for your personal logins when using these Software packages. We ensure that the information you provide to us is safe by limiting access to your personal data to your assistant and his/her associate as requested.

Will we disclose the information we collect to anyone?

We do not sell, trade, or rent your personal or your client's personal information to others. We may disclose to, and obtain from, the following organization's personal information about you for the purposes described above: banks and finance organizations, valuation companies, mortgage insurers, real estate agents, settlement agents, and solicitors.

Security Measures at NCS

- Employees are allowed to enter the work area exclusively through biometric verification and access card Cellular phones, Bags, and Personal Articles are prohibited in the work area.
- The entire work area and systems are under CCTV surveillance.
- All the work facilities are guarded by security guards deployed outside the work facilities at all times.
- USB ports are disabled at workstations and do not have external drives.
- Accessing personal email accounts is strictly forbidden.
- Use of the internet is restricted to work-related sites only.
- IP authentication ensures business sites of the firm are available to authorized parties.

