

CLIENT FILE CONFIDENTIALITY POLICY (PIPEDA)

INTENT

Bitcoin Well has adopted this Policy to ensure that all Bitcoin Well employees are aware of our commitment to the privacy and protection of client information. Protecting the privacy and confidentiality of personal information is an important aspect of the way Bitcoin Well conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to Bitcoin Well's daily operations. Bitcoin Well strives to protect and respect the personal information of its customers, employees, business partners, and so on in accordance with all applicable regional and federal laws. Each staff member of Bitcoin Well must abide by the organization's procedures and practices when handling personal information.

GUIDELINES

Requirement of Confidentiality

In accordance with the Privacy Act and PIPEDA (Personal Information Protection and Electronic Documents Act), Bitcoin Well requires all employees to handle sensitive personal client information in a confidential and appropriate manner. It is understood that employees of Bitcoin Well will become aware of confidential information regarding our clients through the course of their employment. Employees agree that if confidential information is not effectively protected, the operations of Bitcoin Well may be threatened, and the well-being and privacy of our clients may suffer irreparably.

Employees of Bitcoin Well are required to keep all confidential information and relevant medical knowledge regarding both the Company and our clients confidential both during and after their term of employment. These practices have been adopted as they have been deemed essential to the protection of Bitcoin Well, and the well-being and privacy of our clients.

Confidentiality Agreement

The following is classed as Confidential Information:

- Client lists
- Client medical histories
- Client personal information
- Medical research
- Labour relations
- Human resource planning, policies or procedures

- Company financial information, status and statements
- Any information, or documentation labelled “Confidential” by the Company, or listed as such by separate memorandum, or e-mail that informs of confidential status
- Any information pertaining to (Bitcoin Well’s) clients, clients and visitors

Any information relating to the Company that is freely in the public domain may not be considered “Confidential”. In the event that an employee can prove that information was possessed before it was received from Bitcoin Well, or that information was gained from an unrelated third party, said information will not be classified as “Confidential”.

Nondisclosure

In working for Bitcoin Well, employees shall not divulge, disclose, provide or disseminate Confidential Information to any third party not employed by Bitcoin Well at any time, unless Bitcoin Well gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for Bitcoin Well.

Company Property

Upon termination of employment with Bitcoin Well, employees shall promptly return (without duplicating or summarizing), any and all material pertaining to Bitcoin Well business in their possession including, but not limited to: all client information (charts, lists, etc.), physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

Legal

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand the Privacy Policy of Bitcoin Well. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Signature

Date