



PRIVACY STATEMENT

ISSUED: JANUARY 2026 | **REVIEW CYCLE:** ANNUAL | **DOCUMENT OWNER:** OPERATIONS

Purpose

RIVIX is committed to protecting personal and organizational information in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable Canadian privacy laws.

We recognize that our clients entrust us with sensitive operational, commercial, and contact information. We treat that responsibility seriously.

Scope

This policy applies to all personal information and business data collected, used, stored, or disclosed by RIVIX in the course of providing apparel sourcing, production management, logistics, and related services.

Personal information may include names, job titles, contact details, shipping information, and other data required to fulfill contractual obligations.

Purpose of Collection

Information is collected and used only for legitimate business purposes, including:

- Responding to inquiries and preparing proposals
- Managing production and order fulfillment
- Coordinating shipping, customs, and logistics
- Maintaining client communication and support
- Meeting legal, regulatory, and contractual obligations

We do not collect information that is not required for these purposes.

Consent

Where required by law, RIVIX obtains consent for the collection, use, and disclosure of personal information. Consent may be express or implied depending on the nature of the relationship and the information involved.

Limiting Use and Disclosure

Personal and organizational information is not sold, rented, or shared with third parties except:

- Where necessary to fulfill contractual services such as logistics providers
- Where required by law
- Where authorized by the client

All third party service providers are expected to handle information in a secure and confidential manner.

Safeguards

RIVIX implements reasonable administrative, technical, and physical safeguards appropriate to the sensitivity of the information, including:

- Restricted access to authorized personnel only
- Secure storage systems
- Password protected systems and access controls
- Controlled document handling procedures

Access to sensitive information is limited to individuals who require it to perform their duties.

Data Retention

Information is retained only as long as necessary to fulfill the identified purposes and to meet regulatory, legal, or contractual requirements. When no longer required, information is securely deleted or destroyed.

Accuracy and Access

Individuals may request access to their personal information held by RIVIX and may request corrections if the information is inaccurate or incomplete.

Requests may be submitted in writing to info at [rivix.ca](mailto:info@rivix.ca).

Accountability

RIVIX maintains internal responsibility for privacy compliance. Questions or concerns regarding this policy or our data handling practices may be directed to:

- RIVIX
- Vancouver, British Columbia, Canada
- info@rivix.ca

Last reviewed: January 2026
