

Red Seal Recruiting Solutions Ltd

Policy No.:	3 - 001	Title:	Privacy Policy
Subject Area:	Human Resources	Effective Date:	February 23, 2017

Red Seal commits to providing our customers with excellent service. As providing this service involves the collection of personal information, protecting this information is a high priority. This privacy policy, in compliance with provincial and federal legislation, outlines the principles and practices Red Seal follows in order to protect users information. The Red Seal privacy policy outlines the company's responsibility for personal information that is collected for recruitment purposes.

Our Commitment to Our Clients:

Information Use and Disclosure

The personal information that you submit to Red Seal is used only for the purpose of assisting you with your job search. Red Seal does not disclose any of your personal information, including your name, phone number, address, email address, or resume to any parties other than employers to which you consent.

Please note that by actively applying for a posting that includes the clients name, it is understood that you consent to having your resume, application form and assessment submitted to that employer if your application is successfully short listed.

Red Seal does not sell, rent or exchange lists of users or databases with any outside companies. We will not use or disclose personal information for any purposes other than those outlined in this privacy policy unless required by law.

Red Seal may in the future contact you via email to inform you of additional services available to assist you in your job search or to solicit your input regarding such services. You may opt out of this notification service at any time.

Managing Your Personal Information

You may have your personal information removed from Red Seal at any time by contacting the Recruitment Manager at info@redsealrecruiting.com

Red Seal makes every effort to protect your personal information from accidental loss, and from unauthorized access, use, alteration or disclosure through the application of reasonable technical and organizational safety protocols.

Accountability

Red Seal is accountable for the custody and use of your personal information. We have a designated Chief Privacy Officer to address any questions or complaints with respect to privacy. Please address any such concerns or inquiries regarding our policies and practices that apply to the management of your information to info@redsealrecruiting.com

Feedback

Users of the Red Seal service are free to submit feedback to us. This feedback becomes the property of Red Seal and may be utilized for marketing purposes and/or service adjustments.

Shredding

Every piece of paper that is garbage will be shredded regardless of whether or not it has personal information on it (a "shred all" policy). There are two shredders located in each office to be used, as needed.

I, _____(Employee Name), acknowledge that I have read and understand the Privacy Policy of Red Seal Recruiting Solutions Ltd. I agree to adhere to this policy as it relates to all clients, applicants, customers and employees and will ensure that employees working under my direction adhere to this Policy.

Signature: _____ Date: _____