

PRIVACY POLICY

The People Bank has created this Privacy Policy to demonstrate our firm commitment to privacy. As a long-standing member with the Association of Canadian Search, Employment & Staffing Services, we are in full compliance with federal and provincial privacy legislation, which guides how your information is collected, used and disclosed online.

Collection of Personal Information

As a job seeker using The People Bank's services, you are asked to provide certain information in order for us to provide you with the best possible service. In addition to your contact details, your résumé, and a description of the type of work you are looking for, your file may include interview notes with regard to your work experience and skills, educational background and reference and background check information.

When hiring temporary employees, we may also request information that is considered "sensitive" such as information required to process payroll, including SIN, banking details and tax deductions, or for enrollment in our benefits packages.

Personal information is requested from you when you contact us to look for employment for you. We use this information to understand your qualifications, needs and preferences, find the best job opportunities for you, fulfill our clients' requests for information about potential candidates, and to assess and develop our operations to provide better service to job seekers and our clients.

The People Bank only collects personal information that is needed to fulfill these purposes, unless requested by the client and consented to by the job seeker.

Disclosure of Personal Information

Your personal information is never traded, sold or leased by us to any external companies for any purpose other than what you have expressly consented to. Your information is only disclosed for The People Bank's legitimate business purposes or as required to meet legal and regulatory requirements (for example to comply with a court order).

In the normal course of business, we disclose your personal information to our clients when we feel there is a potential for a job placement that is well-suited for you, and we only provide information required and requested to make an informed decision regarding your candidacy.

We may share information with our affiliates, partners, or other companies that we use to provide full staffing services. However, we only disclose limited information as required for the function that will be performed on our behalf.

Examples of companies we share your limited personal information with include organizations that perform background checks including criminal, educational and credit checks as required by the client.

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Consent to Collect, Use & Disclose Personal Information

By using our services and providing us with your personal information, either by telephone, fax, mail, email, through our website, in person or through other electronic or physical means, The People Bank implies your consent to the responsible collection, use and disclosure of your personal information as specified in this policy.

Wherever possible and when necessary, we obtain your express consent for particular uses and disclosures. For example, we obtain your express, written consent before releasing your information to a third party who provides background checks on potential employees.

We imply your consent if we feel we are using your personal information for purposes that are obvious to you. For example, if you list the names and phone numbers of your previous employers on your résumé for reference checking purposes, we will not seek your express consent before checking these references.

Retention of Personal Information

The People Bank retains your information as long as you are using our placement services, or longer if required by law. For temporary workers, that means we retain all of your payroll information while on our payroll, and for seven years thereafter. Resumes, applications, reference information etc., stays on file for a minimum of one year. Once you have completed an assignment with a client, you are given payment and a record of this transaction is stored in The People Bank's business records for tax and financial audit reasons.

For permanent placements, we retain your information for one year after you accept a permanent employment position.

If you are no longer seeking employment through our services, you may contact us with your request to deactivate your file.

Security of Personal Information

The People Bank takes care to secure personal information given to us by our customers, applicants and employees. We protect this personal information through appropriate safeguards to prevent unauthorized access, loss, misuse, alteration, disclosure or destruction.

Security of Internet Submissions

The People Bank utilizes third parties for Internet services, such as online resume collection and web hosting. Information provided to us via The People Bank's website or through unencrypted e-mail carries inherent risks of interception over which we have no control.

The People Bank web site automatically collects certain non-identifiable information regarding web site users such as the Internet Protocol (IP) address of your computer, the IP address of your Internet Service Provider, the operating system you are using, the pages

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accessed and information viewed. This non-identifiable information is used for administration purposes, to monitor traffic and to improve our web site.

The People Bank's website contains links to third party sites. The People Bank has no control over, nor any responsibility or liability for the privacy practices or content of these sites.

Accessing Your Personal Information

The People Bank relies on the information provided by you, as well as third parties such as those providing references, educational institutions or those conducting background checks. You can help The People Bank maintain the accuracy of your information by notifying us of any changes to your personal information. Upon request, The People Bank will release the personal information retained by The People Bank to the individual about their own file.

Contact Us

The People Bank takes full responsibility for the management and confidentiality of the personal information it collects. If you have any comments or questions about this policy, please write to:

Privacy Office
The People Bank
P.O. Box 603, Suite 204, 220 Yonge St.
Toronto, ON M5B 2H1