

## Privacy Policy

Impact Recruitment Inc. and Impactemps Contract Services Inc. (collectively referred to as "Impact") place the utmost value upon the privacy of our candidates, our clients, and all related individuals. We will ensure that all personal information is protected throughout each area of our business. Personal information is collected, processed and disclosed by Impact for the express purpose of facilitating job placements and we adhere to strict guidelines as specified by the Personal Information Protection & Electronic Documents Act (PIPEDA) in all cases to ensure that you are protected.

Impact acts in compliance with Canada's Anti-Spam Legislation. At any time you wish to stop receiving electronic communication from Impact, please reply to our correspondence or contact us directly and request to be removed from our mailing list.

### **What Information Does Impact Collect?**

Impact requests that our candidates provide us with particular pieces of information that are necessary for us to offer the best placement options. The information collected includes but may not be limited to the following:

- Personal Contact Information
- Employer Contact Information
- Resume and Cover Letter/Description of Desired Type of Work
- Records or Transcripts from Educational Institutions
- Interview Notes and Information Collected from Existing or Past Employers through Reference Checks
- Skills Testing Results/Potential Employer Administered Test Results
- Payroll Information/Tax Deduction Information and/or Banking Details for Contract Employees

### **Why is this Information Collected?**

Impact requests information from our candidates and related individuals in order to make the best possible fit between our candidates and our clients (potential employers) with respect to the position under consideration. We will never collect more information than is deemed necessary to fill a particular role or to make an appropriate placement. Any requirement of additional information by the employer will be disseminated by Impact only after receiving specific consent from the candidate, and such information must be directly related to the position.

### **When is the Information Shared by Impact?**

The personal information you provide will never be sold, traded, or leased to any external companies by Impact. Impact requests that you rely upon us to exercise care and consideration when sharing your information, and accordingly we will limit disclosure to 'as required' basis in order to assist you with your job search. We will share your information with clients only when a direct potential exists for a job placement. In all cases, Impact will not disclose your contact information to the potential employer unless you have consented and after thorough discussion of the position. In most cases, Impact will discuss the career opportunity with you in full before disclosing any information to the employer (including a resume or C.V.).

### **Where is the Information Stored and How Long is it Retained?**

Impact stores information through both a secure electronic server environment and through paper format with strict accordance to secure procedures of electronic and manual filing respectively. Impact Recruitment may store information on secure servers located in various locations within North America, including locations outside of Canada. Impact will retain your information for the period in which you retain our services or as required for business or legal purposes.

**By completing your Candidate Registration with Impact Recruitment Inc. and/or Impactemps Contract Services Inc., you acknowledge you have read and agree to our Privacy Policy.**