

## **Labour Source Privacy Policy**

## Labour Source respects the privacy of individuals and companies.

The personal information of all Labour Source candidates is handled with the utmost of care by Labour Source representatives. Canadian law and ethical business practices demand that personal information be protected and not shared without consent.

The purpose of data collection is to optimize matching candidates with the right opportunities. Labour Source consultants collect personal information in many different ways. Sources of personal information include resumes, application forms, reference letters, interviews, tests, and any other communication or documentation related to the candidate.

Labour Source does not share candidate information with companies or any other organization without consent of the candidate. By accepting Labour Source's services, reading this Privacy Policy Statement and providing personal information, you are consenting to Labour Source using your personal information for the purpose of matching you to a job that suits your goals and objectives.

Labour Source will obtain expressed consent when possible or necessary for certain situations regarding information disclosure such as reference checking and negotiation of contracts. We recognize the need for confidentiality during the employment search process.

Personal information is never traded, sold or leased by Labour Source to external companies. Labour Source staff will never contact your present employer without your expressed consent.

Labour Source retains your personal information for the duration of our relationship with you as your Recruiting Consultant, and longer as required by law.

If you have any questions regarding the Labour Source Privacy Policy, please discuss it with your Labour Source Recruitment Advisor.

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