

C N TAYLOR RECRUITING PRIVACY POLICY

C N TAYLOR RECRUITING respects the privacy of individuals in all aspects of our business operations. We have a longstanding commitment to protecting the personal information of job seekers when providing services to our clients. Your personal information is only collected, used and disclosed by C N TAYLOR RECRUITING in accordance with this Privacy Policy.

WHY DO WE COLLECT PERSONAL INFORMATION? As a job seeker using C N TAYLOR RECRUITING services, you are asked to provide certain pieces of information in order for us to provide you with the best possible service. In addition to your contact details, your resume, and a description of the type of work you are looking for, your file may include the following:

- * Our interview notes.
- * Information obtained through reference checks.
- * Educational records.
- * Reference letters.
- * Testing results.

We use your information to:

- * Understand your qualifications, need and preferences.
- * Find the best job opportunity for you that will give you the job satisfaction you are looking for.
- * Fulfill our clients' requests for information about job candidates.
- * Provide you with appropriate training or career transition services.
- * Assess and develop our business and operations to better service job seekers and our clients.

C N TAYLOR RECRUITING never collects more personal information than is needed to fulfill these purposes, unless requested by the client and consented to by the job seeker.

WHEN DO WE DISCLOSE PERSONAL INFORMATION AND TO WHOM? Your personal information is never traded, sold or leased by us to any external companies. Your information is only disclosed for C N TAYLOR RECRUITING'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. As a job seeker, you are relying on us to share such information. We only provide your information to employers if there is a job opening that is well-suited for you, and we only provide information required and requested to make an informed decision regarding a job candidate.

We may share information with our affiliates, partners, or other companies (collectively "representatives") that we use to provide full staffing services. However, we only disclose limited information as required for the function that will be performed by the REPRESENTATIVE ON OUR BEHALF. We also ensure that every contract we enter into with a representative clearly outlines the representative's obligation to protect your personal information and live up to the principles of privacy.

HAVE YOU CONSENTED? Having read this policy and by using our services and providing us with your personal information, we imply your consent to the collection, use and disclosure of your personal information as specified herein.

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 resume for reference checking purposes, we will not seek your express consent before checking these references.

HOW LONG IS YOUR INFORMATION RETAINED? We retain your information as long as you are using our placement services, or longer if required by law.

HOW DO WE KEEP YOUR PERSONAL INFORMATION SECURE? We have staff procedures and policies in place to ensure that your personal information, in both paper and electronic format, are secure. For example, we require the following:

- * Filing cabinets have a locking mechanism for when they are not in use.
- * Access to electronic and paper files is limited on a need-to-know basis depending on job function.
- * Password selection criteria and expiry make unauthorized access more difficult.
- * Staff training on the importance of privacy and security is undertaken regularly.

HOW CAN YOU ACCESS YOUR PERSONAL INFORMATION AND CHECK ITS ACCURACY? We rely on the information provided by you, as well as third parties such as those providing references or educational institutions. You may at any time make a written request for access to your personal information. We will provide you with a copy of the personal information we have on file.

C N TAYLOR RECRUITING strives to maintain accurate records of your personal information, however, this cannot be achieved without your help. In this ongoing effort, we ask you to provide us with your most up to date information. Write to the address below and let us know of any personal information you have given us in the past that is incomplete, inaccurate, or no longer relevant. It will be our pleasure to make appropriate modifications.

CONTACT US WITH ANY QUESTIONS OR CONCERNS. C N TAYLOR RECRUITING takes full responsibility for the management and confidentiality of the personal information it collects. If you have any concerns about this policy, or feel that C N TAYLOR RECRUITING is not abiding by it, please write to:

C N TAYLOR RECRUITING

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