

# Rubicon HR Canada

## Privacy Policy

Rubicon is committed to maintaining the security, privacy and accuracy of your personal data. We comply with all Canadian Privacy Laws & Standards.

### **Purpose**

This Privacy Policy is available to our candidates on our website, <https://rubiconhrcanada.com/>. Rubicon HR Canada is dedicated to clarity in regards to the purpose of the collected documents. The purpose of the collected documents will be identified at the time of collection.

Rubicon collects only the data necessary to the purposes disclosed upon contact. This data is only relinquished for the purposes disclosed. Accordingly, Rubicon HR Canada does not collect information which pertains to your health, race or ethnic origin. This data will only be retained for as long as necessary and is subject to removal upon withdrawal of consent at any time.

See: Withdrawal of Consent at the bottom of the page.

### **Maintenance**

The maintenance of personal data is necessary to keep records up to date. If a change is required for your profile you will be contacted and sent another candidate agreement to sign. Please contact [hr@rubiconcanada.com](mailto:hr@rubiconcanada.com) to inform us of updates to your information.

### **Security**

Personal data must be protected by security safeguards that are appropriate to the sensitivity level of the information stored. Personal data is kept in a guarded online system that is password protected and only accessible by authorized personnel.

### **Clarity**

We are committed to ensuring clarity in regards to our policies and procedures, all our documents are available on our website and are subject to regular updates.

# Rubicon HR Canada

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### Personal Data Use

We will collect data about you, both personal data (such as your name and contact details) and also sensitive personal data (such as information in your CV). The personal data and sensitive personal data will be stored, processed, used and disclosed by us in the following ways:

- To provide our recruitment services to you and to facilitate the recruitment process;
- To assess data about you against vacancies which we judge may be suitable for you;
- To send your information to clients in order to apply for jobs or to assess your eligibility for jobs;
- To enable you to submit your CV, apply online for jobs or to subscribe to alerts about jobs we think may be of interest to you;
- To market our full range of recruitment services to you (permanent, temporary, contract, outplacement and recruitment process outsourcing services);
- Enabling us to develop and market other products and services and where you have consented to being contacted for such purposes;
- So we may send you details of reports, promotions, offers, networking and client events and general information about the industry sectors which we think might be of interest to you where you have consented to being contacted for such purposes;
- To answer your questions and inquiries;
- To third parties where we have retained them to provide services that you or our client have requested, such references, qualifications and criminal reference checking services, verification of the details you have provided from third party source, psychometric evaluation or skill test;
- For third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business systems, research and mailing houses and outsourcing partners;
- To complete our obligations arising from any contracts entered into between the candidate (you) and us (Rubicon HR Canada).

From time to time we may seek your consent to process, use or disclose your personal data for any other purpose not listed above.

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### Data Transfer

We reserve the right to transfer your personal data to a third party in the event of a sale, merger, liquidation, receivership or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of this Privacy Policy and provided that the third party only uses your personal data for the purposes disclosed.

### Storage

Personal information will be kept in our secure online systems. These systems are safeguarded and only accessible by authorized personnel.

### Data Safeguarding

We implement commercially reasonable industry standard policies, procedures, technologies and security standards to ensure that your personal data is protected against unauthorized access, and inappropriate disclosure, alteration or misuse. All safety and security measures which are implemented are designed to be appropriate to the sensitivity level of the stored personal data.

Among the steps taken to protect your information are:

- restricted file access to personal data to only those with a need to know;
- deploying technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access;
- internal password and security policies; and
- screening and training of personnel.

We cannot, however, guarantee that loss, misuse or unauthorized use of your personal data will never occur (for example, hackers). If you receive any electronic communication which claims to be from Rubicon HR Canada that you have any questions or concerns about, please contact us. Spam, improper use, and pirating of domain names and email addresses is a growing problem, so we always want to hear about incidents in order that we may investigate them and provide you with the best service possible.

## **Rubicon HR Canada Privacy Policy**

### **Denial of Access**

Rights to access your personal data are not absolute. We may deny access to you when:

- The information was generated as a result of a formal dispute resolution process including a court case;
- When granting you access would have an unreasonable impact on other people's privacy, security or proprietary information;
- To protect our rights and property; or
- Where the request is frivolous or vexatious or generates costs which are prohibitively expensive.
- If we deny a request for access to, or refuse a request to correct your personal data, we shall do so in writing and explain why.
- Denial of access is required or authorized by law;
- Information relates to existing or anticipated legal proceedings against you;

### **Consent**

The consent of the candidate is required for the collection, use and distribution of documents. Consent can be withdrawn at any time. Instructions for withdrawing consent are outlined below.

### **Withdrawing of Consent**

To withdraw your consent, email [hr@rubiconcanada.com](mailto:hr@rubiconcanada.com)

A representative will respond to your email with confirmation that your documents have been removed from the system.

## Rubicon HR Canada Privacy Policy

### Questions & Complaints

Rubicon HR Canada has a Privacy Officer who may be contacted to answer any comments or questions about this Privacy Policy. Please contact:

Virginia Johnson

[virginia@rubiconcanada.com](mailto:virginia@rubiconcanada.com)

Telephone: +1 778-982-1200

Attention: President

### Sending Us Information Over The Internet

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

With respect to Canada's Anti-Spam Legislation (commonly referred to as CASL), you hereby expressly consent to receiving, during and after our business relationship, electronic messages from Rubicon HR Canada, including via emails and through social media, providing information to you including newsletters, updates, alerts, other publications, news and communications, other information of interest to you and/or information on our services. You can withdraw this consent or modify your preferences as to the types of electronic messages which you wish to receive from us, at any time, simply by notifying us at [hr@rubiconcanada.com](mailto:hr@rubiconcanada.com)



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