



## Privacy Policy

ALT Recruitment Partners Inc. ("ALT") is committed to the protection of your personal information and privacy. Our privacy policy and procedures are consistent with the Personal Information Protection and Electronic Documents Act ("PIPEDA") and provincial privacy laws.

ALT is responsible for your personal information under our control. ALT has a designated Privacy Officer to ensure compliance, handle requests for access and changes to your personal information, and receive and respond to questions and complaints, if any.

### Personal Information

Personal information means information about an identifiable individual and includes any information provided to ALT by a candidate as well as notes and assessments made about the candidate by ALT. Personal information does not include the name, title or business address or business telephone number of an employee of an organization.

### Consent

We respect your privacy. ALT will not collect, use or disclose your personal information without your prior consent. Your consent may be expressed or implied. You may expressly give your consent in writing, verbally or through any electronic means. In certain circumstances, your consent may be implied by your actions. For example, by sending us your resume, ALT assumes you have consented to the collection, use and disclosure of your personal information for the purposes described in this privacy policy. Again, we will not disclose this information to a third party without your consent.

### Collection

The information ALT collects depends on the nature of the services being provided to you. Some types of information ALT collects in the course of business include:

- name and personal contact information
- work and employment history, including information relating to:
  - past, present and anticipated salary, benefits, bonuses, pension, perquisites, etc.;
  - previous employers and references;
  - client, transaction, representative cases lists;
  - employment performance reviews
- educational background, including:
  - schools attended and degrees received;
  - academic transcripts;
  - professional memberships and affiliations

ALT collects your personal information directly from you whenever possible. From time to time, ALT may collect personal information about you from third parties, including from the references you provide to us. Prior to collecting your personal information from a third party, ALT will obtain your consent.

#### Purpose and Use

ALT uses and maintains your personal information for the purposes of providing the services for which you have engaged us, which typically is exploring new employment opportunities.

#### Disclosure

##### (A) During Delivery of Services

When you are a candidate, ALT may share your personal information with potential employers. However, ALT will not disclose any personal information about your candidacy to a potential employer without first obtaining your consent.

##### (B) As Required By Law

Your personal information may be disclosed to third parties as required by law.

##### (C) Sale of Business

Your personal information will not be sold. You consent to the disclosure of your personal information to successor corporations of ALT or proposed acquirers of ALT or a division of ALT. Any entity that obtains your personal information under these circumstances will be bound by the obligations and protections equivalent to those in this privacy policy.

#### Safeguards

ALT protects your personal information by maintaining physical, electronic and procedural safeguards that meet or exceed applicable laws. Our safeguards protect your personal information from unauthorized access, disclosure, use or alteration.

#### Accessing Your File

ALT establishes and maintains a file of each candidate's personal information. Except where prohibited by law, you have the right to access your file and update personal information in the file. To access your file, please contact our Privacy Officer named below. ALT will respond to access requests within 30 days of receipt.

#### Withdrawal of Consent

We are committed to protecting your personal information. You may choose at any time to withdraw your consent for ALT to collect, use or disclose your personal information in whole or in part by contacting our Privacy Officer listed below. ALT will destroy your personal information at your request.

## Amendments

ALT reserves the right to modify and amend this privacy policy from time to time in its sole discretion without prior notice or notification. If the amendments materially affect any obligations under applicable privacy legislation or otherwise require your consent, ALT shall obtain your consent.

## Inquiries

A copy of this privacy policy may be obtained by contacting our Privacy Officer listed below. Any questions or concerns should be directed to:

Emily Lee, Partner  
Privacy Officer  
ALT Recruitment Partners Inc.  
55 University Avenue, Suite 1010  
Toronto, Ontario M5J 2H7  
(416) 620-2209  
[emily@altrecruit.ca](mailto:emily@altrecruit.ca)  
[www.altrecruit.ca/privacy](http://www.altrecruit.ca/privacy)