



Privacy Statement July 2017

PERSONNEL SEARCH LTD.'S PRIVACY STATEMENT

Last Updated: July 2017

This website is operated by Personnel Search Ltd.

At Personnel Search Ltd. ("Personnel Search", or "we" or "us") we are committed to protecting personal information obtained from potential candidates, our clients looking to recruit such candidates, and third parties who assist us in providing our services by providing references and other relevant information. Please read the Privacy Statement carefully and retain it for future reference. If you have any questions or concerns, please contact Lynn Breau at breau.lynn@personnel-search.com or at (506) 852-8043.

Purpose. Personnel Search provides employment recruitment and placement services and therefore ordinarily collects, uses and discloses personal information in order to provide such services. The purpose of the Privacy Statement is to inform you about Personnel Search's practices relating to the collection, use, retention, disclosure and transfer of personal information which may be collected by us through our website www.personnel-search.com (the "website"), through our email and offline.

It is Personnel Search's policy to comply with provincial and federal legislation. The Privacy Statement sets out a minimum standard for handling personal information and sets out guidance for the handling of such information.

Personal Information. For the purpose of the Privacy Statement, personal information includes information with respect to your name, email address and phone number, payroll records or any other information that is not otherwise publicly available, such as your business title or business contact information.

- 1. Collection of Personal Information.** Personnel Search collects and maintains different types of personal information in respect of individuals with whom it interacts in order to provide its services. When you apply for a career opportunity, we collect contact and identification information, such as your complete name, address, phone number and email address. When you submit your resume, we collect your email address plus a copy of your resume, which may include additional personal information and other information such as career and education history.

We may also collect product and service related information concerning the products and services that we provide to you, customer relationship information, business relationship information, including information related to your agreements, preferences, advisors and decision-makers, and market-related information, which may include personal information, concerning market trends and activities impacting our business.

More specifically, Personnel Search may collect the following personal information in order to provide placement and recruitment services:

- resume information such as your employment history, client/transactions lists, academic history and transcripts;
- remuneration information such as previous or expected salary, benefits and bonuses; and
- interview notes and personal evaluations by Personnel Search consultants and correspondence between candidates, clients, and Personnel Search.

Limits to the Collection of Personal Information. The amount of personal information collected by Personnel Search shall be limited to what is deemed necessary and relevant for the reasonable business purposes identified by Personnel Search above. In no event will Personnel Search make use of the personal information collected for any other purpose without first obtaining your consent except as otherwise permitted by legislation or regulation.

- 2. Usage of Personal Information.** Personnel Search may use the personal information in order to:
 - to reply to your request for information;
 - to evaluate your credentials for available career opportunities now and/or in the future;
 - to communicate with you about the status of your application;
 - to create your candidate profile and maintain it in our candidate database;
 - to be referred to either a specific client, for a specific position, or to other clients who may retain us to recruit an individual with interests and qualifications similar to yours;
 - to create de-identified aggregated information for statistical purposes, to improve our website and to improve user experience.



Privacy Statement July 2017

Specific to our clients or potential clients:

- to recruit candidates we discuss your needs, expectations, organizational culture and other relevant issues with potential candidates.

3. Disclosure of Information. Personnel Search will only disclose your personal information for the purposes enumerated in the Privacy Statement or for any additional purposes for which we have obtained your consent to the use or disclosure of your personal information.

We disclose your personal information to our client companies who hire us to find executive level candidates for their open positions, if your qualifications meet their requirements. We disclose users' personal information to third parties who provide services that you request. If you are a candidate, please rest assured that your personal information will not be disclosed to any potential employer without your prior consent.

We share your personal information with our employees, consultants and other parties who require such information to assist us with establishing, maintaining and managing our relationship with you, including: third parties that provide services to us or on our behalf; third parties that collaborate with us in the provision of services to you; and third parties whose services we use to perform our services.

We may collect, use or disclose your personal information without your knowledge or consent where we are required to do so by valid legal process, and/or applicable law and/or regulatory requirements.

In addition, we may transfer your information to an entity or individual that acquires, buys, or merges with Personnel Search. However, that entity or individual will also be bound by appropriate agreements or obligations and will be required to use or disclose your personal information in a manner consistent with the use and disclosure provisions of the Privacy Statement, unless you consent otherwise.

Our Website. You can visit our website and browse career opportunities and review certain information without revealing any information about yourself, including your e-mail address. However, our web server may collect information related to your visit to our website, including the IP address and domain used to access our website, the type and version of your browser, the website you came from to access our site, the page you entered and exited at, any website page that is viewed by that IP address. We use this information to monitor our website's performance (such as number of visits, average time spent, page views) and for our business purposes such as working to continually upgrade our website.

Consent. It is important to us that when we collect, use or disclose your personal information we have your consent to do so. It is always your choice whether or not to provide us with personal information. However, depending on the sensitivity of the personal information, your consent may be implied, deemed or express. Express consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from your action or inaction. By using this website either by applying for job, by submitting your resume, or by providing any other personal information by mail, telephone or email in response to a job posting or to Personnel Search in general, we will assume that you voluntarily accept and consent to our collection, use, retention, processing, disclosure and transfer of your personal information in accordance with the terms of the Privacy Statement for purposes related to your recruitment and placement by Personnel Search.

You may change or withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to Lynn Breau at breau.lynn@personnel-search.com. In some circumstances, a change in or withdrawal of consent may severely limit Personnel Search's ability to provide services to or services from, you. Please note that your personal information processed prior to your request may not be deleted from our records but will be blocked from further processing without your permission. A request to revoke consent or block processing of your personal information may not apply to information collected by cookies or used internally to recognize you and/or facilitate your visits to the website, or information we may keep to comply with legal requirements.

Cookies. Personnel Search uses cookies (small data files placed on your computer in order to make it work more efficiently and to provide reporting information) on its website in order to provide a higher quality, more relevant user experience. Thus, your user preferences may be stored and your user trends monitored in order to provide you with more specialized and specific information. By using our website you accept the use of cookies in accordance with the Privacy Statement. In the



Privacy Statement July 2017

event that you disagree with our use of cookies, you may always disable them by changing your browser settings. Note however that by refusing cookies your access to some areas or functionality of our website may be restricted.

Protection of Your Information. Personnel Search will take appropriate technical and organizational safeguards to protect personal information from theft, other loss, misuse, and any unauthorized access, copying, collection, use, disclosure, alteration, forgery, destruction or technical errors. We use secure data networks with appropriate firewalls and password protection. We may provide information to Third Party service providers who process information on our behalf to help run some of our internal business operations such as email distribution, and IT services. We follow generally accepted standards, procedures and technologies to protect the personal information submitted to us, from the point of collection to the point of destruction. However, Personnel Search cannot guarantee its absolute security as no method of transmission over the Internet, or method of electronic storage, is 100% secure.

Transactions with Third Parties. Personnel Search is not responsible for and will not be a party to any transactions between you and a third party provider of products, information or services, or a client company with which you have an interview or exchange or that may consider you for or offer you a job, even if we introduce you to the client company. Personnel Search does not monitor such transactions or ensure the confidentiality of your personal information for any third party dealings. Any separate charges or obligations you incur in your dealings with these third parties linked to the website or to which we refer are at your sole responsibility.

Social Media Features and Social Media Websites. As part of Personnel Search's services, we collect information about potential candidates from their social media pages on sites such as LinkedIn and other resources and add that information to our candidate profiles. The Privacy Statement does not apply to our use of information about you that you have posted on social media websites.

Accessing Your Information. You may send us a request by email if you wish to access, review, change, correct, update, cancel or delete your personal information, request information about our collection, use and disclosure of such information, or request information on our policies and practices relating to disclosure of information to our service providers, by contacting Lynn Breau at pscareer@nbnet.nb.ca. When requesting access to your personal information, please note that we may request specific information from you in order to enable us to confirm your identity and right to access. Note that your right to access the personal information we retain is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you.

In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices. In the event that we cannot provide you with access to your personal information, we will attempt to inform you of the reasons why, subject to any legal or regulatory restrictions.

Contact Us about Complaints, Questions or Notices relating to this Privacy Statement. Personnel Search commits to resolving complaints about your privacy and our collection, use or disclosure of your personal information. If you believe your privacy rights have been violated or you disagree with any action we have taken with regard to your personal information you may email Lynn Breau at pscareer@nbnet.nb.ca.

Revisions and Interpretation. Personnel Search reserves the right to makes changes to the Privacy Statement from time to time without advance notice. Personnel Search also reserves the right to interpret the Privacy Statement at its sole discretion. Any updated version of the Privacy Statement will be uploaded to the website and any revision will be effective as of the date they are posted. In the event that your consent is required following any changes to Personnel Search's collection, use and disclosure of your personnel information, such changes will not be implemented until such consent has been obtained.

The Privacy Statement is effective immediately and supersedes all prior versions.

Contact Information

Lynn Breau
883 Main Street, Moncton NB E1C 1G5
Tel: (506) 852-8043
Fax: (506) 857-9172
pscareer@nbnet.nb.ca