

Privacy Policy

The privacy of our clients, employees, and staffing representative is important to The Staff Room. The purpose of this policy is to inform all clients, internally and externally what personal information we collect, how we use it, what may be disclosed too others, how long we keep it, and how you can request access to your personal information or obtain more information about our privacy policies.

Personal Information

Personal information means any information about you except your name, business title, business address, business e-mail address, business telephone number or fax number or any other personal info that is publicly displayed.

Please Note

Name, addresses, and telephone numbers listed in the telephone or other directories are not considered to be personal information. Nor is any information that is publicly known on any social media such as Facebook, Instagram, Twitter or any other internationally used internet social platform.

Accountability

We are responsible for protecting personal information in our control. We have designated a Privacy Officer to be accountable for our compliance with this policy and the privacy legislation. If you wish to contact our privacy Officer you may do so by one of the following methods:

Phone: 1-888-716-7791 OR 289-842-1781

E-mail: lisa@the-staffroom.com

Attention: Lisa Smith

Personal Information Collected On Line

We collect appropriate and pertinent personal information whenever you engage in one or more of the following with The Staff Room directly or through our clients or staffing services representatives.

Personal information may be collected verbally or non-verbally.

Although you are registered, dispatched and supervised by the service provider you are technically an employee of the client or business you are working for, this information is also sent to government and non-government bodies and sometimes the claim management company when required for purpose of WSIB claims and HR disciplinary issues.

- a) Application of employment
- b) Inquiry regarding employment availability
- c) Contact with any of our staff services representatives or the staff services representatives of The Staff Room
- d) Any communication/conversation where information is offered

Personal Information may include one, some, or all of the following information about you:

- a) Name, address, and telephone number
- b) Personal facsimile number and email address
- c) Occupation (current and past)
- d) Work history
- e) Pay history
- f) Language preference

- g) Date of birth (we only require to know if you are over 18 and under 65 for purposes of Canada Pension) or actual date of birth for benefits purposes or if requested by WSIB in the event of a work place injury
- h) Social insurance Number; Work Permit Number; and other identification
- i) Banking information for direct deposit
- j) Driver's license number or other photo identification
- k) Marital status only if needed for benefits application
- l) personal emergency contact information
- m) Hours worked
- n) Physical limitation and capabilities for job offered
- o) Credentials to support training and/or education
- p) Email address for communication

Please Note

Social Insurance Number and/or work permit number is required by law at time of hire. For auditing purposes, a copy is kept in your file and in a locked file cabinet and locked office. When this information is no longer required it is properly shredded and disposed of.

Safeguarding personal information

We use your personal information for purposes listed below. Access to your personal information is restricted to our staffing services representatives who need access to perform their work.

Use of personal information

Your personal information may be used for one or more of the following reasons related to providing customer service to you:

- a) Provide employment services including reference and employment confirmation
- b) Obtain personal benefits
- c) Provide referral to clients
- d) Process payment by cheque or direct deposit
- e) For funding applications
- f) Provide updates and information regarding services
- g) Follow up to obtain your feedback on our level of service

Disclose or sharing Personal Information

We do not sell your personal information to any outside source. We may require sharing some or all of your personal information with third party service providers including the following:

- a) Prospective and existing clients
- b) Financial institution (re: direct deposit)
- c) Insurance companies (re:benefits)
- d) Staffing service representatives (re: quality assessment and risk management)
- e) Claims

We may also disclose your personal information when we are required or permitted to do so by law – Canada Customs, WSIB, Courts, and other government agencies.

Retention and Disposition of personal Information

We retain your personal information for the time that we believe you are referable for employment. When there are legal requirements related to the retention period of personal information, we will comply with those requirements; Personal information will be safeguard against unauthorized access to avoid misuse and fraudulent use.

Personal information will be disposed after the appropriate retention period using approved methods including electronic file deletion and paper shredding.

Your Rights to Limit Use of Personal Information

The personal information that we collect is necessary to provide you with service related to your qualification, placement, and ongoing employment. Personal information is also used to build and maintain our relationship with you to serve you better.

If you have any question and concerns about this privacy policy or about the collection, use, and disclosure of your personal information by The Staff Room and/or TSR Canada or you wish to limit collection, use, or disclose of your personal information, please contact our CEO, who is also our Privacy officer:

Lisa Smith – Lisa@the-staffroom.com

Name: Lisa Smith

Signature: *Lisa Smith*

Date: March 25, 2018

Witness: Bradley Davison

 Lisa Smith
President's Signature

March 25, 2018
Date