

## Privacy Policy

S<sup>2</sup> Corporation is committed to the safeguarding of personal information collected from Candidates.

When Candidates become our Employees or Contractors, any further personal information collected or generated is also safeguarded and protected from unauthorized access.

We only request and record personal information that will help us place Candidates in the jobs to which they are best suited. We do not relay any personal information without the Candidate's consent. Personal information communicated to us by Customers is treated in the same way.

The information we collect will not be sold, rented or licensed to anyone else. When the information is no longer of use to us, we will destroy it in a manner that protects the individual's privacy. Upon request you may have your details deleted from S<sup>2</sup> Corporation database should you wish.

We strive to protect data transmitted to us over the internet. However, because such transmissions cannot be guaranteed 100% secure, we do not warrant the security of personal information transmitted electronically. Still you may trust we make every effort to maintain our own systems security.

Personal information held by us is available for review by the individual in accordance with the provisions of current legislation.

### Collection of Personal and Sensitive Information

The personal information you give us should only be that which is relevant to the job you are applying for or to future job searches we may conduct for you.

If you provide S<sup>2</sup> Corporation with such personal data, this action signifies your consent to our professional usage of your information.

S<sup>2</sup> Corporation collects all Candidates' personal data upon their application submittals via our website, email, fax, etc.

Personal and sensitive information may also be collected when:

- We receive any reference about you.
- We receive results of inquiries that we might make of your former employers, colleagues, professional associations or registration body.
- We receive the results of any competency or medical test.
- We receive any feedback on your performance.
- We receive any complaint from or about you in the workplace.
- We receive any information about a workplace accident in which you are involved.
- We receive information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved.
- You provide us with any additional information about yourself.

Personal and sensitive information may be used in connection with:

- Your actual or possible placement in a contract or permanent job.
- Your performance appraisals.
- Our assessment of your ongoing performance and prospects.
- Any test or assessment (including medical) that you might be required to undergo.
- Our (or the Customer's) identification of your training needs.
- Any workplace rehabilitation.
- Our management of any complaint, investigation or inquiry in which you are involved.
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information.

Your personal and sensitive information may be disclosed to:

- Our Customers and your Employers.
- Our insurers.
- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information.
- Our Contractors and Suppliers.
- Any person with lawful entitlement to obtain the information.

If you do not provide us with the requested information:

- We may be limited in our ability to find suitable work for you.
- We may be limited in our ability to place you on the workplace site.