



Nine to Five

Temporary Office Assistance



Your Privacy is important to Nine to Five, *Temporary Office Assistance*, and the purpose of this message is to tell you what personal information we collect about you, how we use it, whether we disclose it to anyone else, how long we keep it and how you can request access to your personal information or obtain more information about Nine to Five's privacy policies.

Employee Personal Information: Personal information means any personal information about an individual, that is collected and used solely for the purposes reasonably required to establish, manage or terminate an employment relationship between the employer and the individual, but does not include personal information that is not about the individual's employment.

Accountability:

We are responsible for the personal information under our control and Elizabeth Lyle MBA, CHRP has been designated as Privacy Officer for Nine to Five, *Temporary Office Assistance*. She is responsible for compliance with this policy and with the requirements of the Personal Information Protection Act and the Personal Information Protection and Electronic Documents Act. If you wish to contact Elizabeth Lyle you can do one of the following:

- by telephone at 250-746-4611
- by Facsimile at 250-746-4909
- by email at eglyle@telus.net
- by mail at 300–394 Duncan Street, Duncan BC V9L 3W4

What Personal Information do we collect?

If you apply for a position with us:

- your name, address and telephone number
- e-mail address in some cases
- date of birth and social insurance number
- education and previous experience
- references
- TD1 information as required by the Canada Revenue Agency
- next of kin in case of accident or injury
- letters or notices of achievement
- educational courses completed
- miscellaneous job related information

Note: You have the right to refuse to divulge any personal information to us if you do not wish to do so.



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A Division of
Lyle
& Associates

The Security of your Personal Information is Important to Us:

Your personal information is used by us only for the purposes outlined above and access to your personal information is limited to those employees, clients and government officials, (as required by law) who have a legitimate need to access it.

How long do we keep your Personal Information?

We retain your personal information for the duration of your employment with us. In addition for after you leave for 2 years as required by the Employment Standards Act and for financial information for 6 years as required by the Canada Revenue Agency. All information not required by law is destroyed one year after you leave our employ. *Nine to Five* takes appropriate steps to dispose of all personal information in a secure manner when we no longer have a need or requirement to keep it.

You can Request Access to Your Personal Information:

You have the right to access the personal information we have about you and to request that personal information which you believe to be inaccurate be corrected. If you wish to access your personal information you should contact our Privacy Officer who will be pleased to assist you.