

**Section:** Employer Standards  
**Subject:** Careers Website Privacy Policy  
All Applicants

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Willson International Group of Companies is a privacy-conscious organization committed to protecting the privacy of our people and those who seek employment with us (“Job Candidates”) in accordance with the federal Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable laws.

### **1. Consent to Collection & Use of Your Personal Information**

Willson International Group of Companies uses our Careers website to collect personal information from users of the site. In using the Careers website to seek employment with us, you are agreeing to the collection, use, and disclosure of that personal information as described in this Privacy policy.

### **2. Purpose**

The purpose of this policy is to ensure that you understand what information we collect, how we use and disclose it, and how we protect it. To the extent you find any of these collections, uses and/or disclosures objectionable, you should refrain from using the Willson International Careers website to seek employment with us.

### **3. What is Personal Information?**

Personal information means information about an identifiable individual, including the individual’s name, address, phone number, email, etc.

### **4. What Personal Information Do We Collect?**

Willson International Group of Companies uses our Careers site to collect only the personal information that we need for the purpose of administering our recruitment and hiring policies and activities. Such information will be used exclusively by Willson International Group of Companies and its third party representatives contracted or involved with carrying out these policies and activities, provided, however, that such information will also be disclosed to law enforcement, government agencies, and other third parties where required by law. Your personal information *will not* be used for marketing, soliciting business, non-recruitment and non-hiring or non-employment related activities. If Willson International wants to use your information for such purposes, it will request separate consent from you. If you are a successful candidate and Willson International Group of Companies hires you as an employee, your personal information will be used for employment purposes as set forth in the organization’s general Employment Privacy Policy.

### **5. Withdrawal of Your Personal Information**

As a Job Candidate, you have the right to request that Willson International delete’s your profile in part or in full by emailing [careers@willsonintl.com](mailto:careers@willsonintl.com) However, by deleting your profile, you will no longer be under consideration for any postings to which you have applied, and will have to create a new profile to apply for employment with Willson International.

### **6. Protection of Your Personal Information**

Willson International Group of Companies ensures the privacy of the personal information it collects from Job Candidates by ensuring that only members of the Human Resources team have administrative access to completed job applications. All resumes that are discarded will be shredded in confidence.

### **7. Willson International’s Right to Modify Privacy Policy**

Willson International Group of Companies reserves the right to revise, update, modify or amend this Privacy Policy at any time and at its sole discretion. If and when we do make changes to this Privacy Policy, we will amend the revision date at the bottom of this page, and such modified or amended Privacy Policy shall be effective to you and your information as of that revision date. We encourage you to periodically review this Privacy Policy to be informed about how we are using and protecting your information.