

Privacy Policy

The privacy of our clients, assignment employees, and employees is important to Dynamic Employment Solutions (referred to as "we" or "us" or "the service provider" in this policy) and the purpose of this policy is to inform you what personal information we collect, how we use it, what may be disclosed to 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 business fax number (*Please note: Names, addresses, and telephone numbers listed in the telephone or other directories are not considered to be personal information*).

Accountability:

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

Phone: 905-796-3311
Facsimile: (Secured Receipt) 905-796-0043
Mail: 300-197 County Court Blvd, Brampton ON L6W 4P6
Attention: Scott Hyndman

Personal Information Collected:

We collect pertinent personal information whenever you engage in one or more of the following with Dynamic Employment Solutions directly or indirectly through our clients and representatives. Personal information may be collected verbally or non-verbally. This information is also sent to the claims management department when required for purposes of Workers Compensation claims and HR issues.

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

- name, address, telephone number, personal facsimile number, email address and personal emergency contact information
- occupation (current and past), work history and pay history, credentials to support training and/or education, language preference
- date of birth (only required 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 Workers Compensation Board in the event of a work place injury
- social insurance number, work permit number (required by law at time of hire) and banking information for direct deposit
- driver's license number or other photo identification
- marital status only if needed for benefits application

Safeguarding Personal Information:

Access to your personal information is restricted to those who need access to perform their work. Your personal information may be used for one or more of the following reasons related to providing customer service to you: provide employment services including references and employment confirmation, obtain personal benefits, provide referral to clients, process payment by cheque or direct deposit, provide updates and follow-up to obtain your feedback on our level of service.

Disclosing or Sharing Personal Information:

We do not sell your personal information to any outside source. We may also disclose your personal information when we are required or permitted to do so by law to Canada Customs, Workers Compensation Board, Courts, and other government agencies. We may also be required to share some or all of your personal information with third party service providers including the following: prospective and existing clients, financial institutions (re: direct deposit), insurance companies (re: benefits), staffing services representatives (re: quality assessment and risk management), claims and HR management company (Windley Ely).

Retention and Disposition of Personal Information:

We retain your personal information for the time 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 safeguarded 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. A matrix is provided identifying the personal information we collect, how we use it, what may be disclosed to others, and how long we keep it. These forms (Matrix) are part of the application and your signature demonstrates your informed consent.

Your Rights to Limit Use of Personal Information:

The personal information we collect is necessary to provide you with services related to your qualifications, placement, and assigned employment. Personal information is also used to build and maintain our relationship with you to serve you better.

If you wish to limit collection, use, or disclosure of your personal information, please contact our Privacy Officer to discuss how we may honour your request and still continue to provide acceptable level of service.

Questions and Concerns:

Please contact our Privacy Officer, if you have any questions or concerns about this Privacy Policy or about the collection, use, and disclosure of your personal information to Dynamic Employment Solutions.

Privacy Policy Matrix

Information Collected	Purpose	Use	Distribution	Storage
Application form misc info, colour confusion, physical limitations, bondable, driver's license and abstracts security and criminal background checks and work availability	<ul style="list-style-type: none"> Supports job placement and skill evaluation 	<ul style="list-style-type: none"> Evaluation and placement Payroll Purposes 	<ul style="list-style-type: none"> Potential employers Consultants Windley Ely Payroll References 	<ul style="list-style-type: none"> File cabinet Electronic storage
How did you hear of the company	<ul style="list-style-type: none"> Evaluates advertising methods 	<ul style="list-style-type: none"> Management evaluation 	<ul style="list-style-type: none"> Internal staff planning 	<ul style="list-style-type: none"> On application form
Assignment Employee acknowledgement sign-offs	<ul style="list-style-type: none"> Confirms the Assignment Employee has reviewed and acknowledged Dynamic Employment Solutions' rules and regulations 	<ul style="list-style-type: none"> Proof and confirmation of applicant / Assignment Employee acknowledgement and consent 	<ul style="list-style-type: none"> Application form Windley Ely Government bodies Claim Management Dept. 	<ul style="list-style-type: none"> File cabinet Electronic storage
Social Insurance Number	<ul style="list-style-type: none"> Payroll Purposes To identify a Workers Compensation claim 	<ul style="list-style-type: none"> Payroll Purposes / T4 Workers Compensation claim identification EI Purposes (ROE) 	<ul style="list-style-type: none"> The Staffing Edge (Payroll Provider) Windley Ely 	<ul style="list-style-type: none"> File cabinet Electronic storage
Birth Date	<ul style="list-style-type: none"> Only to identify if over 18 and under 65 To identify a Workers Compensation Claim 	<ul style="list-style-type: none"> Deductions for CPP Establishing Workers Compensation claim 	<ul style="list-style-type: none"> Payroll Workers Compensation Application form Windley Ely 	<ul style="list-style-type: none"> Workers Compensation File Cabinet Electronic Storage
Address, Telephone Numbers and email addresses	<ul style="list-style-type: none"> Payroll Identification Communication Paystubs / JANs Marketing Messages 	<ul style="list-style-type: none"> Payroll purposes T4's Correspondence Communication and emergencies 	<ul style="list-style-type: none"> Payroll Workers Compensation Management / Consultants Windley Ely 	<ul style="list-style-type: none"> File cabinet Electronic storage
Salary / work experience, education and assessments	<ul style="list-style-type: none"> Supports job placement 	<ul style="list-style-type: none"> Evaluation Placement 	<ul style="list-style-type: none"> Potential employers Management / Consultants 	<ul style="list-style-type: none"> File cabinet Electronic storage
Interview verbal and non-verbal and all communication	<ul style="list-style-type: none"> To collect pertinent information 	<ul style="list-style-type: none"> Assignment, skill and suitability 	<ul style="list-style-type: none"> Application form Windley Ely 	<ul style="list-style-type: none"> File cabinet Electronic storage
Disciplinary Action forms / Assignment Employee Performance Evaluation	<ul style="list-style-type: none"> Ensures employment relationship 	<ul style="list-style-type: none"> To evaluate and correct performance and attendance issues 	<ul style="list-style-type: none"> Management / Consultants On-site Supervisors Government Bodies 	<ul style="list-style-type: none"> Electronic Storage File cabinet
Training Documentation	<ul style="list-style-type: none"> To confirm training 	<ul style="list-style-type: none"> To verify training and evaluate skills 	<ul style="list-style-type: none"> Client Site Consultants Government Bodies 	<ul style="list-style-type: none"> File cabinet Electronic Storage
Banking information	<ul style="list-style-type: none"> Payroll Purposes 	<ul style="list-style-type: none"> Automatic bank deposit 	<ul style="list-style-type: none"> Payroll Department 	<ul style="list-style-type: none"> Payroll Department
Benefits information	<ul style="list-style-type: none"> Benefits 	<ul style="list-style-type: none"> To accept or decline benefits 	<ul style="list-style-type: none"> Payroll department Benefits provider 	<ul style="list-style-type: none"> Payroll department Benefits provider
Medical and Medical Release Information	<ul style="list-style-type: none"> To identify limitations Verify an injury To facilitate the management claims 	<ul style="list-style-type: none"> Workers Compensation claims Explore pre-existing case Medical Assist with an Early and Safe Return to Work 	<ul style="list-style-type: none"> Collected by consultants Windley Ely Workers Compensation Treating Practitioners 	<ul style="list-style-type: none"> File Cabinet Electronic Storage
Photographs	<ul style="list-style-type: none"> Swipe System Security at Client Sites 	<ul style="list-style-type: none"> TimeTrak Access to Client Site 	<ul style="list-style-type: none"> Consultants/Management On-Site Supervisors 	<ul style="list-style-type: none"> Electronic filing At some Client Sites

Please note: Documents may also be viewed by an employer-designated agent.

Assignment Employee / Employee Name (Please Print)

Date

Assignment Employee / Employee Signature