



## **Policy ST06 – Personal Information**

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| Policy Issued Date:          | January 2010               |
| Last Reviewed by Management: | November 2017              |
| Last Revision/Edit:          | March 2020<br>January 2024 |

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### **SCOPE:**

Protect individual privacy while conducting Can-Weld business.

### **POLICY:**

Can-Weld respects the privacy of individuals. We are committed to protecting employees, students, customers and other stakeholder's personal information entrusted to us. In line with that commitment, we seek to be transparent and accountable with respect to the collection, accuracy, storage, retention, disclosure and access of personal information.

### **PROCEDURE:**

- 1. Collection:** The Company collects personal information about individuals (students, suppliers, employees, etc) in order to better manage its business. The company will make all reasonable efforts to fully inform such individuals about the planned use/disclosure. The company will limit the collection and use of personal information to that required for valid business purposes or to comply with legislation.
  - 1.1.** We do employ cookies. A cookie is a small text file that our Web server places on a user's computer hard drive to be a unique identifier. Cookies enable *canweldsarnia.com* to track usage patterns and deliver customized content to users. Our cookies do have an expiration date.
  - 1.2.** The information collected by *canweldsarnia.com* will be used for basic marketing purposes only. Users who provide information will receive valuable announcements about Can-Weld only.
  - 1.3.** *Canweldsarnia.com* website protects user information with the following security measures: with fire walls, secure servers.
- 2. Accuracy:** The Company will make every reasonable effort to ensure that the personal information is collected and uses are accurate and complete. Individuals providing personal

information will have the opportunity to review and correct their personal information, and on written request by an individual to whom the information relates, Can-Weld will modify the information as required.

3. **Storage:** The Company will store personal information using hard copy and/or electronic means in such a way as to prevent unauthorized collections, access, use, disclosure or disposal of the personal information.
4. **Retention:** The Company will establish a retention period for all personal information collected. This period may be related to legislation other than PIPEDA (Employment Standards for example).
5. **Disclosure:** The Company will not disclose personal information unnecessarily to any third party, unless the effected individual consent is in writing (see consent letter example below). An exception would be
  - 5.1. to law enforcement in the efforts to protect the public, Can-Weld and its employees.
  - 5.2. to prospective employers seeking welders.
6. **Access:** The Company promotes individual's right of access to personal information about themselves. The employer will provide access to information upon request. Access will be provided according to established procedures. Note: access to a record may be subject the payment of any fee required according to company policy.

**CONSENT TO USE PERSONAL INFORMATION**

Date: \_\_\_\_\_

To: \_\_\_\_\_

Attn: \_\_\_\_\_

Re: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_, allow Can-Weld Training & Testing Centre to discuss in writing or by telephone any and all information with the above in regards to my possible admission to this facility. This Letter will also apply to students once they have been accepted and have started at Can-Weld. Letters of Acceptance can be emailed or faxed direct from Can-Weld to your office.

If you have any questions concerning this policy, please contact Can-Weld Admissions.

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Can-Weld Representative Signature

\_\_\_\_\_  
Print Client Name

\_\_\_\_\_  
Print Name of Can-Weld Representative

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**SIMPLE CONSENT IN WRITING**

I, \_\_\_\_\_ give my permission to release any and all information of my progress while attending Can-Weld to, \_\_\_\_\_.

Signed: \_\_\_\_\_