

Privacy Policy - www.jobskills.org

It is Job Skills' policy to respect your privacy regarding any information we may collect while operating our website. This Privacy Policy applies to Job Skills' programs, services and website (hereinafter, "Job Skills", "we", "us", or "www.jobskills.org"). We respect your privacy and are committed to protecting personally identifiable information you may provide us through the Website. We have adopted this Privacy Policy ("Privacy Policy") to explain what information may be collected on our Website, how we use this information, and under what circumstances we may disclose the information to third parties. This Privacy Policy applies only to information we collect through the Website and does not apply to our collection of information from other sources.

This Privacy Policy, together with the Terms and Conditions posted on our Website, set forth the general rules and policies governing your use of our Website. Depending on your activities when visiting our Website, you may be required to agree to additional terms and conditions.

Job Skills' Privacy Policy

Our Privacy Policy is based upon the Canadian Standards Association's Model Privacy Code for the Protection of Personal Information, and reflects the requirements of applicable legislation including the Personal Information Protection and Electronic Documents Act (PIPEDA) and the Freedom of Information and Protection of Privacy Act (FIPPA).

This Privacy Policy is applicable to our Clients, Employers, Partners and Users (hereinafter, "client", "employer", "partner", "user", "you" or "visitor").

Gathering of Personally-Identifying Information

Like most website operators, Job Skills collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. Job Skills' purpose in collecting non-personally-identifying information is to better understand how Job Skills' visitors use its website. From time to time, Job Skills may release non-personally-identifying information in the aggregate, e.g., by publishing a report on trends in the usage of its website.

Job Skills also collects potentially personally-identifying information like Internet Protocol (IP) addresses for logged in users and for users leaving comments on <http://www.jobskills.org>. Job Skills only discloses logged in user and commenter IP addresses under the same circumstances that it uses and discloses personally-identifying information as described below.

Certain visitors to Job Skills' website choose to interact with Job Skills in ways that require Job Skills to gather personally-identifying information. The amount and type of information that Job Skills gathers depends on the nature of the interaction.

CASL and Compliance

Job Skills is committed to reducing the harmful effects of spam and related threats to electronic commerce. The fundamental underlying principle of Canada's Anti-Spam Legislation (CASL) is that

certain commercial activities, such as the sending of commercial electronic messages, may only be carried out with consent. Job Skills complies with CASL and seeks consent as required by CASL before sending any commercial electronic messages.

Security

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Links to External Sites

Our Service may contain links to external sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you review the Privacy Policy and Terms and Conditions of every site you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third-party sites, products, programs or services.

Collected Statistics

Job Skills may collect statistics about the behavior of visitors to its website. Job Skills may display this information publicly or provide it to others. However, Job Skills does not disclose your personally-identifying information.

Implementation of Cookies

To enrich and perfect your online experience, Job Skills uses "Cookies", similar technologies and services provided by others to display personalized content, appropriate advertising and store your preferences on your computer.

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Job Skills uses cookies to help Job Skills identify and track visitors, their usage of www.jobskills.org, and their website access preferences. Job Skills visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using Job Skills' websites, with the drawback that certain features of Job Skills' websites may not function properly without the aid of cookies.

By continuing to navigate our website without changing your cookie settings, you hereby acknowledge and agree to Job Skills' use of cookies.

Use of the Job Skills Website

Job Skills gathers the following types of information from users:

A) Information that users provide through optional, voluntary submissions. These are voluntary submissions you may wish to provide in order to complete our online application forms, receive free electronic newsletters and participate in periodic polls and surveys. Any personal information that site visitors voluntarily choose to provide in order to receive free electronic newsletters, participate in periodic polls and surveys and/or to complete any of our online application forms is not shared with

third parties unless stated otherwise. Job Skills will ensure all personal information is secured and remains confidential.

B) Job Skills tracks the amount of visits our website accumulates. We do not collect any personal information about you or any information from the computers used to view our website. Our tracking system is simply designed to read click rates that our site accumulates.

Requirement for Consent

The only personal information that Job Skills collects is with your knowledge and consent. You can choose not to disclose any personal information we may ask you to provide; however, a decision to withhold some personal information can result in our inability to provide you with our services.

Limiting Collection

The amount and type of information that Job Skills collects is limited only to that which is necessary to fulfill the purposes identified. Job Skills will ask for the information it requires directly from the individual. You can choose to disclose as much or as little personal information as you are comfortable with. As noted above, a decision to withhold some personal information can prevent us from providing you with our services.

Limiting Use, Disclosure and Retention of your information

Job Skills will only use or disclose your personal information for the purposes of providing you with access to our programs and services. Your information will not be disclosed without your prior written and voluntary knowledge and consent, except as permitted by law.

The retention period for which your personal information is held on record by Job Skills, before it is securely and irreversibly destroyed, will depend upon the retention requirements specific to the services that you access from Job Skills at the time that you access them.

Responsibility to ensure the accuracy of your personal information

The majority of all personal information that is collected by Job Skills is provided directly from the individuals themselves. We assume that the information provided to us is accurate. If at any time your personal information changes, please inform us immediately.

Our clients, employers and partners are required to inform Job Skills if any of their personal information changes, such as their mailing address.

Responsibility to safeguard your personal information

Job Skills uses necessary safeguards/controls to protect all personal information in our possession. One of the control measures we practice pertains to password-encrypted software whenever personal information must be shared electronically between Job Skills and the Government of Canada for the purpose of providing employment services.

Job Skills also follows an internal Privacy and Security Standard of Conduct to enforce various strategies designed to protect personal information.

Openness about our Privacy Policy and Practices

Job Skills understands and values the importance of your privacy. We strive at maintaining transparency about our privacy practices, which is why any updates made to this policy will be announced and dated at the top of this publicly available page.

Client Access

Upon written request, a Client will have the right to review a copy of their Client files and verify the accuracy and completeness of the information and have it corrected, if necessary.

Challenging Compliance

JS will address a Client's challenge concerning compliance with the above principles to the HR Administrator (hr@jobskills.org), acting as the Privacy Commissioner, accountable for privacy. All complaints received will be investigated in a timely fashion. If a complaint is determined to be well-founded, JS will take appropriate measures, including amending Policies and Procedures, if necessary.

Notification of Changes

The Terms and Conditions included in the Privacy Policy and the Terms of Use are subject to change. All changes will be posted here on this document so all users are informed. In doing so, Job Skills will comply with the applicable legislation.

Any concerns with respect to the Job Skills policy, terms of use or a particular situation are to be referred to the Job Skills Privacy Commissioner at privacy@jobskills.org.