



Privacy Policy

Our Privacy Policy

About the Policy

TAL Group, Inc is committed to take all steps consistent within applicable law to preserve the Personal Information our organization collects in order to manage our valued relationships and business with applicants and clients.

This policy governs the collection, use, disclosure, destruction and retention of all Personal Information collected due to our business activities. It sets a standard for handling such details, and provides a guideline from which our organization follows for the handling of this information.

Scope & Applicability

Our Privacy Policy applies to all TAL Group employees, temporary workers, contracted resources, interns, candidates and independent contractors.

Definition

“Personal Information” is defined as either facts or subjective details about either an individual or client. This could include their name, unique identifying information such as their salary, performance rating, home address, phone number, SIN card number, or passport details. Excluded, however, is basic business contact details such as those found on a business card (title, phone number, e-mail, company name).

Why We Collect Information

We collect, store, process and use personal and sensitive data to be better able to serve our clients and candidates' needs. Personal data may be collected or used in order to sustain any of the following business practices:

- **To provide specialized recruitment services to our candidates and clients, and expedite the entire process;**
- **To better answer your questions and enquiries;**
- **To improve our customer service & enhance the value of our services, in-person & digitally;**
- **To submit candidate details to our clients in order to apply for jobs or assess their fit for jobs;**
- **To enable our candidates to subscribe for job alerts via our newsletter, to keep them informed about jobs that may be of interest;**
- **To enable us to develop & market products and services, only where you have consented to be contacted for such purposes;**
- **To assess whether job openings we have may be a suitable fit for our candidates;**
- **To market our portfolio of recruitment services (full-time, part-time, international recruitment program, recruitment process outsourcing)**

If You Don't Give Consent

If you do not want to give us consent to use your personal information in any of the ways noted above, notify the company representative you are assigned. From time to time we may reconfirm your desire to consent to our policy above, which you may still decline.

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Safekeeping Personal Information

Any Personal Information that you've provided to us may be accessible by any other TAL Group divisions, some of which are located outside of Canada. Accordingly, your personal information may be sent to or be capable of being sent outside of Canada.

Whenever transferring personal details outside of the country, we take the necessary steps to ensure this data continues to be protected as outlined in this Policy. TAL Group implements commercially accepted industry standard policies and procedures to safeguard your personal data against unauthorized activity and inappropriate disclosure or misuse. Steps taken include:

- **On-site premises security;**
- **Internal password and security policies;**
- **Screening and training of personnel**
- **Restricted file access to sensitive data;**
- **Security software and Firewalls to prevent hacking or unauthorized computer access**

That said, TAL Group cannot guarantee against unauthorized access, loss or misuse of your personal data. Should you receive any notifications about any incidents related to security concerns associated with TAL Group's security measures, we appreciate being informed so our team may investigate and address it immediately.

Amendments & Changes

While this policy may be updated from time to time, it is effective immediately and supersedes all prior versions. Its next review is scheduled for Winter 2019. TAL Group reserves the right to interpret this policy at its sole discretion and make changes to it as required, without any advanced notice.

Filing a Complaint or Concern

TAL Group has a Technology Officer who may be contacted to answer any questions associated with concerns or breaches. Please forward your message to (416) 599 1825 or info-tech@talgroup.net.