

Web Site Privacy Information

Protecting your privacy is important to KEYS. We hope the following policy information will help you understand how we collect, use and safeguard the personal information you provide on our web site.

Limitation of Liability

KEYS tries to maintain a high degree of confidentiality and security, but acknowledges that complete confidentiality is not yet possible over the Internet.

KEYS collects and stores only the information we need to ensure efficient delivery of our programs and services.

You acknowledge and agree that KEYS and its subsidiaries shall not be responsible for any damages you suffer as a result of the transmission of sensitive information over the Internet and that such communications will be at your own risk.

Privacy Statement

The Personal Information Protection and Electronic Documents Act (PIPEDA) has established rules that KEYS has used as a guide to be compliant with privacy expectations through the internet.

Privacy Policy (as outlined by PIPEDA Policy Principals)

KEYS is committed to ensuring the protection of personal information of our employees, clients and users of this web site.

KEYS collects and stores only the information we need to ensure efficient delivery of our programs and services. We will not sell, lease or otherwise distribute any personal and / or subscription information.

- 1. Accountability** – KEYS is responsible for all personal information under its control. We have established policies and procedures to comply with our privacy code and have designated staff to be accountable for compliance.
- 2. Identifying Purposes** – KEYS will identify the purpose for which personal information shall be collected, prior to or at the time; the information is to be provided. We will contact you if the information is to be used for a purpose not previously identified.
- 3. Consent** – KEYS understands the knowledge and consent of individuals is required for the collection, use or disclosure of personal information, except where exempted by law.
- 4. Limiting Collection** – The collection of personal information will be limited to that which is necessary for the purposes identified by KEYS.
- 5. Limiting Use: Disclosures and Retention** – Personal information shall not be used or disclosed for any purposes other than for the purpose identified at the time of collection unless we have the consent of the identified individual or as required by law.
Personal information shall be retained only as long as necessary for the fulfillment of those purposes.
- 6. Accuracy** – Personal information shall be as accurate, complete and up to date as is necessary for the purposes for which it is to be used.

7. **Safeguarding Customer Information** – KEYS protects personal information with safeguards deemed appropriate to the sensitivity of the information it collects.
8. **Openness** – KEYS will make available to individuals specific information about its management of personal information policies and practices.
9. **Access** – Upon request, KEYS will inform individuals of the existence, use and disclosure of their personal information and provide access to that information. Individuals can verify the information for accuracy and can request information be amended as appropriate.
10. **Handling Complaints and Inquiries** – KEYS will provide procedures to receive and respond to complaints or inquiries of the policies and practices of KEYS handling of personal information. These procedures will be accessible to individuals upon request.

Collection of Personal and Confidential Information On-line

We currently collect information from users when they register for services available on our web site, www.keys.ca . KEYS collects information from both Jobseekers and Employers.

Privacy for Jobseekers

When you register with www.keys.ca, you are required to provide your name, e-mail address, street address, city, province, postal code, phone number and selection of username and password. Optional information includes web site URL and fax number.

Your registration information will only be used to provide job search assistance. You are allowed entry to a password protected profile that allows you access to our resume builder for preparing and storing on-line resumes, as well as the capability to search our job openings database. For your resume to be viewed on-line by employers, you must supply prior consent before KEYS can / will activate your resume.

KEYS is not responsible for any improper use of your personal information that is beyond our reasonable control. When you request cancellation of your profile, all personal information will be deleted from our database. KEYS reserves the right to disable and / or terminate a user profile if the individual submits written materials deemed inappropriate. Furthermore, KEYS reserves the right to deny any registration request.

Privacy for Employers

When an Employer registers with www.keys.ca, you are required to provide your name, company name, e-mail address, street address, city, province, postal code, phone number, fax number and a selection of username and password.

The purpose of gathering this information is to allow you access to a password protected Employer profile that provides tools to assist you with posting your job openings on-line, and if approved by KEYS, access to our on-line resume database.

KEYS reserves the right to deny any registration request.

E-mail

When an e-mail is sent to us, you provide your name (or tag), e-mail address, and information contained in the body and / or attachments included in the e-mail. This information will only be shared with persons outside of KEYS when you have provided prior

consent and when it is required to effectively fulfill your request. KEYS retains all e-mail correspondence indefinitely.

Employee Confidentiality

Employees of KEYS are required to sign a 'Confidentiality Agreement'. This agreement demonstrates KEYS' commitment to protecting the confidentiality of information held by us.

A word about 'Cookies'

A cookie is a small text file on the user's browser and hard drive that uniquely identifies the user's browser. Cookies are a widely used, secure method of maintaining a session with a member of the site. There are two types of cookies: persistent cookies and session cookies. Session cookies are temporary and are erased when the browser exits. Persistent cookies remain on the user's hard drive until the user erases them or until they expire.

KEYS only uses 'Session' cookies to identify users. When you login to KEYS, a session cookie is placed on your browser with an identification string. This cookie is sent back to our server with each page you request. In turn, we use this identification string to retrieve your personal information from our secure database, and send back the requested page.

Each time you login to KEYS a new session cookie with a new identification string is set on your browser. If you do not have cookies enabled on your browser, then KEYS still provides a method to maintain a session called 'URL rewriting'. Each time you login to our site, we append the identification string to the end of the URL you requested. This is the same string that would have been placed in a session cookie if your browser was enabled to accept them.

A typical session cookie identification string would look like this:

jsessionid=E9625E9814A855BFB2DFC871E1E0806D

As an added security measure, KEYS has set the session cookie to expire after 30 minutes of inactivity. If you are logged into our site and do not request a page within 30 minutes, the session cookie expires and you will be asked to login again. Each time you request a page, the session resets for another 30 minutes.

Contact Us

KEYS has tried to provide clear information. Please feel free to contact us by e-mail (jobs@keys.ca), phone (613-546-5559) or mail to:

182 Sydenham St.
Kingston, ON K7K 3M2

Individuals can also contact the Privacy Commissioner of Canada, in writing to:

The Privacy Commissioner of Canada
112 Kent St.
Ottawa, ON K1A 1H3
e-mail: info@privcom.gc.ca
web site : www.privcom.gc.ca

Updates

KEYS reserves the right to update and amend policies when appropriate and required. This version updated May, 2007.