



INLINE REFERENCE CHECK

PRIVACY POLICY

Inline Reference Check Inc. is committed to protecting the privacy of all personal information provided to us by our clients in their request for services or collected by us in the performance of our services. The information you provide to us or that is collected in the performance of our services will be collected, used and disclosed in accordance with the following terms and conditions set out in this Privacy Policy.

This Privacy Policy also explains how you can contact us if you have a question about, want to make a change to, or delete, any personal information you have provided to us or that we may be holding about one of your candidate employees. We strongly recommend that you take the time to read this Privacy Policy and retain it for your future reference.

Personal Information

For the purpose of this Privacy Policy, "personal information" means information about an identifiable individual, but does not include the name, title or business address or telephone number of an organization or an employee of an organization.

What Personal Information We Collect

When you retain our services we will request that you provide us with a completed REFERENCE CHECK REQUEST FORM and CANDIDATE INFORMATION FORM (available on our website) specifying the nature of the inquiry you wish us to conduct and providing personal information about the candidate (such as name, contact information, date of birth, employment and educational history, SIN, references, and Drivers License Number) required by us to carry out our inquiry.

In our inquiry we may collect additional personal information about the candidate. The type of personal information we collect in our inquiry will depend on the nature of the requested service(s), but may include at least some of the following:

- Financial information such as credit history;
- Referee's comments/assessments;
- Records relating to education, professional designations previous employment and previous offences.

How We Use The Personal Information We Collect

We use the personal information we collect to conduct and do all things necessary to perform the requested services and to prepare a final report for you.

When We Disclose A Candidate's Personal Information

We may disclose a candidate's personal information to third parties, such as to a **[listed reference, police department, credit reporting agency, former employer, government agency or a financial or educational institution,]** as may be required to carry out your requested services. We only disclose the personal information required by for such parties to respond to our inquiry.

We reserve the right to disclose personal information to a third party if a law, regulation, search warrant, subpoena or court order legally requires or authorizes us to do so.

We also reserve the right to disclose and/or transfer personal information to an affiliate of **Inline Reference Check Inc.** or a third party in the event of a proposed or actual purchase, sale, lease, merger, amalgamation or any other type of acquisition, disposal of all or any portion of the business or assets of **Inline Reference Check Inc.** in order for you to continue to receive the same services you have come to expect from us.

Knowledge and Consent

When you request our services, we require that you provide a RELEASE FORM (available on our website) completed by the candidate, whereby the candidate consents to your disclosure to us of his or her personal information and authorizes us to conduct such further investigations and collect such additional personal information as is required to complete the inquiry.

You or your candidate may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. If you wish to withdraw consent, please contact Michael Harding, our company's Privacy Officer, in the manner set out below. We will inform you of the implications of withdrawing consent.

We will not, as a condition of the supply of our service, require the candidate to consent to the collection, use or disclosure of information beyond that required to

fulfill the purposes for which the information is being provided.

How We Protect Candidate's Personal Information

We make all commercially reasonable efforts to ensure that a candidate's personal information provided to us by you or otherwise collected by us is protected against loss and unauthorized access. This protection applies in relation to information stored in both electronic and hard copy form. Access to candidate's personal information is restricted to selected employees. In addition, **Inline Reference Check Inc.** employs generally accepted information security techniques, such as firewalls and access control procedures to protect personal information against loss and unauthorized access.

Unless we need to share your personal information in the performance of our services, all information you give us will be kept strictly confidential.

Retention of Candidate's Personal Information

We retain personal information for as long as necessary to complete the services requested by you and to comply with applicable laws.

Changes to this Privacy Policy

Inline Reference Check Inc. reserves the right to modify this Privacy Policy at anytime without notice. The Privacy Policy posted at any time or from time to time via our website (www.inlinereference.com) shall be deemed to be the Privacy Policy then in effect. You may request a copy of our Privacy Policy at any time by contacting us as set out below.

Correcting or Updating Personal Information

You can help us maintain the accuracy of the personal information you provided by notifying us of any changes to this information. You may contact **Inline Reference Check Inc.** in any one of the following ways set out below to request access to or correction or update of personal information.

Contacting Us

In the event that you have any questions about our Privacy Policy or if you have reason to believe that **Inline Reference Check Inc.** may have failed to adhere to this Privacy Policy, please contact our Privacy Officer, Michael Harding, at:

1375 Cataract Rd
Alton, Ontario L0N 1A0 Canada

Or call us at 1-800-873-7577.

Or send an e-mail to : michael@inlinereference.com