

Personal Information Protection Policy

Kelly + MacLean International respects the privacy and confidentiality of our client's personal information. This Personal Information Protection Policy lets you know how your personal information is processed and used. We promise that we will take steps to use your personal information only in ways that are compatible with this Policy. This Policy outlines the principles and practices we follow in protecting your personal information such as:

1. Explains **Kelly + MacLean International's** practices with respect to the collection, use, disclosure and protection of personal information by such.
2. Provides information on how to access, correct and update personal information; and
3. Explains how to contact **Kelly + MacLean International** with privacy-related questions or comments.

What personal information does **Kelly + MacLean International** collect?

Kelly + MacLean International normally collects information directly from our clients and candidates. We may collect your information from other persons with your consent or as authorized by law. When conducting a search for an opportunity we search using advertising, our database, posting positions on our Website, market research and networking. The personal information may be collected in person, over the telephone, through the mail or over the Internet. The information that we may collect or obtain includes, but may not be limited to:

1. Your contact information such as your name, address, telephone number and email address, and so on.
2. Information about your place of employment, position and address of work.
3. Verification of duties.
4. Something about references.

Why does **Kelly + MacLean International** collect and use your personal information?

Kelly + MacLean International requires personal information about you in order to conduct our business and provide services to our clients. We collect personal information only for the following purposes:

1. To forward to clients for recruiting purposes.
2. To maintain our data base for conducting our business.
3. To contact potential candidates of current opportunities.

How does **Kelly + MacLean International** protect your personal information?

Kelly + MacLean International considers personal information provided by you to be private and confidential and accordingly we treat it with care.

Kelly + MacLean International:

1. Will not collect, use or disclose your personal information for any purpose other than those identified in this Personal Information Protection Policy, except with your consent.
2. Will protect privacy and confidentiality of your personal information with appropriate effective security safeguards; and.
3. Will keep your personal information as accurate and up-to-date as is necessary for the purposes identified in this Personal Information Protection Policy.

Consent to collection, use and disclosure of personal information Personal information collected in personal interviews, including your background, work history, education, compensation and reference commentary will be presented to our clients. By submitting your resume and/or participating in a personal interview, you acknowledge and agree that you have consented to the collection, use and disclosure practices set out in this Privacy Statement as they relate to your personal information.

You may withdraw this consent at any time by advising **Kelly + MacLean International** in writing. Accessing, correcting or updating personal information. At any time, you may request that **Kelly + MacLean International** correct or update your personal information by advising **Kelly + MacLean International** in writing. **Kelly + MacLean International** will use reasonable efforts to ensure that your personal information is accurate and current.

How do I contact **Kelly + MacLean International** with respect to questions regarding my personal information?

If you have any requests, questions or comments about your personal information or this Personal Information Protection Policy, you may contact us in one of the following ways:

By email: sheilamaclean@kellymaclean.com

By mail:

Kelly + MacLean International
200, 638 – 11 th Avenue S.W.
Calgary, Alberta T2R 0E2
Attention: Sheila MacLean
(Please mark envelope CONFIDENTAL)

By facsimile: (403) 509-6445

By phone: (403) 685-0050

Kelly + MacLean International retains the right to amend this Statement from time to time without advanced warning or prior knowledge of the reader.