



Association of Canadian Search, Employment & Staffing Services
Association nationale des entreprises en recrutement et placement de personnel



PRIVACY RESOURCES FOR THE STAFFING INDUSTRY

ACSESS, in partnership with PrivaTech Consulting, has developed the core privacy resource materials contained on this CD, in order to assist staffing firms in Canada with privacy compliance.

Note: This CD takes into account the private sector privacy laws across Canada, and thus can be used for compliance regardless of the provinces in which you operate.

As a purchaser of this CD, you are entitled to receive a 6 month FREE subscription to PrivaTalk, PrivaTech's monthly newsletter. The newsletter provides information on the latest privacy decisions and developments in Canada. It also offers valuable tips on implementing privacy best practices. To activate your free subscription, visit: <http://www.privatech.ca/request-info>

What's Included on this CD?

License Agreement: All purchasers of this CD are bound by this agreement. It is illegal to purchase one copy of the CD and share it with anyone outside of your staffing firm.

Privacy Law Primer: A description of the privacy laws in Canada and their application to the staffing industry. Note: This CD is about the handling of candidate information. It does not directly speak to the application of privacy laws to the staffing firm's own employees.

Privacy Impact Assessment: This document explains the goals of each of the 10 Privacy Principles, and describes some of the risks you may face if you fail to comply with them. Each Principle is then followed by a series of questions, to which you should answer "yes" or "no", based on your current personal information management practices. Answering each question will assist you in better determining your existing privacy law compliance, and will also highlight areas of concern.

FAQs: Answers to commonly asked privacy-related questions asked by staffing firms. This document will assist you with the privacy challenges you may face in your day to day business.

Sample Privacy Policy: A policy that can easily be adopted by your staffing firm to demonstrate your commitment to protecting privacy.

Implementation Guide for your Privacy Policy: This document is not to be made public. Rather, it has been designed to assist you in implementing your Privacy Policy internally.

Privacy Protection Pledge: A document to distribute to candidates with whom you already have a working relationship, so as to notify them of your personal information management practices.

Personal Information Consent Form: A critical express consent form that should be included in your package for new candidates who will be using your staffing firm's services.

Access to Personal Information Form: A form to be completed and confirmed with an individual seeking access to their personal information.

Personal Information Protection Agreement: This template agreement should be used when disclosing personal information to a third party, such as an employee testing center or a payroll service provider.

General Comments

- Carefully review all of the documents contained on this CD. While these core documents will be relevant for virtually every staffing firm, they should not be used or made public by your organization without careful review and consideration.
- All of the documents on this CD are date stamped October 2006. You should date stamp any amendments that you subsequently make to any of these documents. That way, you will always know which documents applied to a particular time period.
- Don't rush your Privacy Project – it is more important to do it right than to do it quickly!
- Engage the services of a privacy lawyer if you require assistance with your Privacy Project. The privacy lawyers and consultants at PrivaTech would be delighted to assist you in this regard.
- If you have any questions about the contents of this CD, please contact Fazila Nurani at 905-886-0751 or via e-mail at fnurani@privattech.ca.

Sincerely,

Amanda Curtis, CAE
Executive Director
ACSESS

Fazila Nurani, B.A.Sc.(E.Eng.), LL.B.
President
PrivaTech Consulting

**ACSESS PRIVACY SEMINAR
REGISTRATION – OCTOBER 5, 2006**

Delta Chelsea Hotel, Carlyle Room
33 Gerard Street West, Toronto
Tel: 416-595-1975

Registration Fee: \$45 plus GST – Total \$47.70

CD Special Discount for Seminar Attendees – \$50 plus GST – Total \$53.00

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Cancellations must be received in writing, by no later than Tuesday, September 26, 2006 to receive a refund.

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or Fax with payment details to 905-826-4873**

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