

Privacy Policy

OUR COMMITMENT TO PRIVACY

Our Personal Information Protection policy explains how Curiate Group Inc. hereinafter referred to as “Curiate Group”, collects, uses, discloses, and protects your personal information. Curiate Group respects the privacy and confidentiality of your personal information used in our business processes and adheres to the standards and expectations of the Personal Information Protection Act (PIPA) and other applicable laws.

This policy also applies to any person(s) providing services on our behalf.

WHAT IS PERSONAL INFORMATION?

Personal Information is information that may be used to identify you as an individual. This includes: your name, home address, home telephone numbers, age, sex, marital or family status, financial information, educational history, and identification numbers.

As defined under PIPA, Personal Information does not include your business contact information when you are being contacted as a representative of an organization. This information includes: your name, position name or title, business address, business telephone number and business e-mail address.

CONSENT

If you choose to use our services and/or submit your Personal Information to Curiate Group, then you are providing your consent for Curiate Group to retain your Personal Information and use it in the conduct of our business activities. This includes professional search, consulting, and development services. For example, if you submit your resume through our website to apply for a search we are conducting for a client, you are providing your consent for us to use your Personal Information in the context of our professional search services.

You may withdraw your consent to the use and disclosure of your Personal Information at any time unless it is necessary for us to use your Personal Information to fulfill our legal obligations. Please contact our Privacy Director if you would like to withdraw your consent.

COLLECTION AND USE OF YOUR PERSONAL INFORMATION

We collect, use, and disclose Personal Information only for purposes that a reasonable person would consider appropriate in the circumstances, and we limit the amount and type of personal information we collect, use, or disclose to that necessary for the purposes identified. Curiate Group collects, uses, and discloses Personal Information of clients and other individuals for the primary purpose of providing our services and advice on matters in which we have been retained.

We will also collect your Personal Information when you are applying for a search that we are conducting for a client. This information may be acquired from resumes, cover letters, telephone conversations, interviews, security, or criminal checks, and/or academic verifications.

We may collect your Personal Information if you are applying for employment within our company. If hired, more Personal Information will be required for payroll, compensation and benefits, office security, and emergency services.

In all cases noted above, after collecting your Personal Information, it may be used by Curiate Group to communicate with you from time to time for reasons such as ensuring the information that we have about you is correct, to communicate with you about opportunities for employment, to provide you with information about Curiate Group and its services, and/or to communicate with you about other appropriate business matters.

DISCLOSING PERSONAL INFORMATION

Curiate Group does not sell or distribute Personal Information in any circumstance. Curiate Group may disclose your Personal Information in the normal course of providing our business services in the following ways - If we disclose any Personal Information about you, it will only be used for project purposes, and with your prior consent. Curiate Group may disclose your resume or any Personal Information about you to our clients, for the purpose of providing you with a recruiting opportunity, only with your prior consent. This information will only be used to evaluate your suitability for the role, or potentially other opportunities as well.

When you accept employment with Curiate Group, your Personal Information will be disclosed to third-party insurers, government authorities, our provider for colleague benefits, our payroll administrator, our banks, consultants who advise our company regarding colleague benefits and other compensation information or issues, staff responsible for hiring and/or performance management, and to legal counsel if ever required. Certain Personal Information will be provided to our office building managers for office security and parking security purposes. Personal Information may also be used for emergency contact information.

In addition, in certain circumstances, Curiate Group may disclose your Personal Information to comply with applicable laws, respond to inquiries or requests from government authorities, or if compelled by legal process.

PROTECTING YOUR PERSONAL INFORMATION

We protect Personal Information in a manner appropriate to the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure, or modification of Personal Information, as well as any unauthorized access to Personal Information. We use a range of physical, electronic, and managerial measures to ensure that we keep your Personal Information secure, accurate, and up to date.

In the normal course of providing our services, we utilize both our own technology and third-party IT providers. Where we utilize our own technology, your Personal Information is stored in secure databases on locked servers. We use technological safeguards such as data encryption for the security of information, firewall protection and virus protection software, and strong password protection to ensure security, and prevent unauthorized computer access. Where Curiate Group utilizes third-party IT providers, your Personal Information may be transferred and/or stored on technology not owned by Curiate Group, and that may be located in Canada, the United States, or other countries. Curiate Group reviews all third-party IT providers for their security practices, privacy policies, and general business reputation. Contractual and other means are used to ensure that the level of protection provided is comparable to the high level of security that Curiate Group provides when we utilize our own technology.

All Curiate Group employees sign a confidentiality agreement and are educated with respect to handling your Personal Information in a confidential manner.

RETENTION OF PERSONAL INFORMATION

Curiate Group will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

Consulting and Development: Curiate Group will retain your Personal Information for the longest of the following periods: (i) as long as is necessary for the relevant activity or services; and (ii) any retention period that is required by law or professional standards.

Professional Search: We will retain your Personal Information in our confidential database to contact you again to discuss future opportunities unless you specifically request otherwise. In general, in the context of a search, we will retain your Personal Information for a period of 5 years or more.

Employment with Curiate Group: We will retain your Personal Information throughout your employment and for at least seven years after your employment with Curiate Group ends, as required by Canada Customs and Revenue Agency.

TRANSFER OF PERSONAL DATA

Your information, including Personal Data, is processed at Curiate Group's operating offices and in any other places where the parties involved in the professional search and development services are located. It means that this information may be transferred to — and maintained on — computers located outside of your province/state, country, or other governmental jurisdiction where the data protection laws may differ than those from our jurisdiction.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Curiate Group will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

LINKS TO OTHER WEBSITES

Our services may contain links to other websites that are not operated by us. We strongly advise You to review the Privacy Policy of every site You visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

REMOVAL/DISPOSAL OF PERSONAL INFORMATION

We use appropriate security measures, such as professional waste management for the destruction of any hard copy information, to dispose of any Personal Information. If the information is electronic, then the information is permanently deleted from our server.

ACCESS AND ACCURACY OF YOUR PERSONAL INFORMATION

You may make a request to access your Personal Information by writing to our Privacy Director and providing sufficient information in your request to allow us to identify the information you are seeking.

We will respond to your request within 45 calendar days and a reasonable fee to provide information may apply. If we need more time, we will provide an explanation and timeframe. If we refuse your request in whole or in part, we will provide you the reasons for the refusal. For example, we may not be able to provide information about you from our records if it contains references to other persons or cannot be disclosed for legal reasons.

Please inform us if we need to make any changes to your Personal Information so that it is as accurate as possible. When necessary, the corrections will be made as soon as reasonably possible, and we will notify anyone we may have misinformed.

CHANGES TO THIS PRIVACY POLICY

We may update Our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

CONTACT US

If you have a question or concern about your Personal Information, or want to request access to your Personal Information, please contact:

- Email: privacy@curiategroup.ca
- Phone: 825-512-5521