



Focused and Responsive Recruiting

Privacy Policy

AMGI respects the privacy of individuals in all aspects of our business operations.

We have a longstanding commitment to protecting the personal information of job seekers when providing services to our clients. We are continuing and strengthening our policies, particularly to comply with the Personal Information Protection and Electronic Documents Act (the "Act"). Your personal information is only collected, used and disclosed by AMGI in accordance with this Privacy Policy and the Act.

Why do we collect personal information?

As a job seeker using AMGI services, you are asked to provide certain pieces of information in order for us to provide you with the best possible service. In addition to your contact details, your resume, and a description of the type of work you are looking for, your file may include the following:

- Our interview notes.
- Information obtained through reference and background checks.
- Educational records.
- Reference letters.
- Skill testing results.

We use your information to:

- Understand your qualifications, needs and preferences.
- Find the best job opportunities that we hope will give you the job satisfaction you are looking for.
- Fulfill our clients' requests for information about job candidates.
- Provide you with appropriate training or career transition services.
- Assess and develop our business and operations to better service job seekers and our clients.

AMGI attempts never to collect more personal information than is needed to fulfill these purposes, unless requested by the client and consented to by the job seeker.

When do we disclose personal information and to whom?

Your personal information is never traded, sold or leased by us to any external companies. Your information is only disclosed for AMGI's legitimate business purposes, or as required to meet legal and regulatory requirements (for example to comply with a court order).



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In the normal course of business, we disclose your personal information to our clients when we feel there is a potential for a job placement. As a job seeker, you are relying on us to share such information. We only provide your information to employers if there is a job opening that appears to be well-suited for you, and we only provide information required and requested to make an informed decision regarding a job candidate.

We may share information with our affiliates, partners, contractors or other companies (collectively "representatives") that we use to provide full staffing services. However, we only disclose limited information as required for the function that will be performed by the representative on our behalf. We also ensure that every contract we enter into with a representative clearly outlines the representative's obligation to protect your personal information and live up to the principles of privacy.

Examples of companies we may share your limited personal information include organizations that perform background checks including criminal, educational and credit checks as required by the client.

Have you consented?

By you having read this policy and by using our services and providing us with your personal information, we imply your consent to the collection, use and disclosure of your personal information as specified herein.

Wherever possible and when necessary, we obtain your express consent for particular uses and disclosures. For example, we obtain your express, written consent before releasing your information to a third party who provides background checks on potential employees.

We imply your consent if we feel we are using your personal information for purposes that are obvious to you in the context of our commercial activity. For example, if you list the names and phone numbers of your previous employers on your resume for reference checking purposes, you are implied to have consented to our checking these references, and we will not seek your express consent before checking these references.

How long is your information retained?

We retain your information as long as you are using our placement services, or longer if required by law. For temporary workers, that means we retain all your information as long as you remain on our payroll, and for seven years thereafter. For permanent placements, we retain your information for one year after you accept a permanent employment position.



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How do we keep your personal information secure?

We have staff procedures and policies in place to ensure that your personal information, in both paper and electronic format, are secure. For example, we require the following:

- Filing cabinets remain locked at all times.
- Access to electronic and paper files is limited on a need-to-know basis depending on job function.
- Staff training on the importance of privacy and security is undertaken regularly.

How can you access your personal information and check its accuracy?

AMGI relies on the information provided by you, as well as third parties such as those providing references, educational institutions or those conducting background checks. You may at any time make a written request for access to your personal information. Upon payment of a small administrative fee, we will provide you with a copy of the personal information we have on file.

AMGI strives to maintain accurate records of your personal information, however, this cannot be achieved without your help. In this ongoing effort, we ask you to provide us with your most up to date information. Write to the address below and let us know of any personal information you have given us in the past that is incomplete, inaccurate, or no longer relevant. It will be our pleasure to make appropriate modifications.

Contact us with any questions or concerns

AMGI takes full responsibility for the management and confidentiality of the personal information it collects. If you have any concerns about this policy, or feel that AMGI is not abiding by it, please write to:

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