


SCOPE	Ceridian Canada Ltd. Privacy Notice – CTAP This statement applies to information collected, used and disclosed by Ceridian Canada Ltd. Talent Acquisition Practice (CTAP).		
PERSONAL INFORMATION	<ul style="list-style-type: none"> • CTAP collects information directly from potential candidates on a voluntary basis. • Personal information collected will include typical resume information such as name and contact information, as well as information that would be required for a pre-employment background check and conducting personal profile testing. • Information collected by CTAP will be considered personal information. • CTAP will identify the purposes of the information being collected at the time of collection. 		
USES AND SHARING	<ul style="list-style-type: none"> • Information collected by CTAP will be considered personal information and will not be shared with others unless permission has been specifically granted. • CTAP retains resumes in case a position is available that may be of interest to a potential candidate. In these cases the candidate will be contacted about the position and asked to re-apply for the position before any information is passed along to the employer. • A candidates consent to pass along their resume is implied upon applying for a position posted by CTAP. Consent is implied only for the specific position that was originally applied for. 		
YOUR CHOICE	<ul style="list-style-type: none"> • CTAP services are provided based on candidates initiating contact, as such any information provided to CTAP is deemed to have been consensual. • If a background check is required CTAP will obtain written consent from the candidate before going forward. • Candidates wanting to have their personal information updated or removed permanently from CTAP can send a request to ctap@ceridian.ca. 		
IMPORTANT INFORMATION	<ul style="list-style-type: none"> • For more information regarding our policies please see our complete Privacy Policy at the link provided: • 	CONTACT US	Any questions can be directed to: ctap@ceridian.ca By email to: Privacy@Ceridian.ca By Regular Mail: Chief Privacy Officer Ceridian Canada Ltd. 125 Garry Street Winnipeg, MB R3C 3P2