


<p>SCOPE</p>	<p>Ceridian Canada Ltd. Privacy Notice – Lifeworks This statement applies to information collected, used and disclosed by Ceridian Canada Ltd. Lifeworks Customers</p>		
<p>PERSONAL INFORMATION</p>	<ul style="list-style-type: none"> • Lifeworks collects information directly from you. Personal information may be transferred to a Lifeworks associate for your particular case from a third party but only if we have your written or direct verbal consent • Personal information collected will include such things as Name, contact information, company information, gender, date of birth and the purpose for contacting Lifeworks. • All personal information provided to Lifeworks is considered confidential 		
<p>USES AND SHARING</p>	<ul style="list-style-type: none"> • Lifeworks collects personal information for the purpose of providing Employee Assistance Program (EAP) services to its clients. The type of information collected is dependant on the nature of the call. • Lifeworks employees will explain the purpose for the information being gathered when the initial intake is done • Lifeworks, in some cases, is required by law to disclose personal information if there is a possibility the caller may harm either himself or others. • Lifeworks is part of a benefit through an employer. Lifeworks reports the usage of the benefit. This means that only basic generic information is provided to the employer. This might include number of calls received from the company, types of requests. Again this is grouped in a manner to protect the identities of users of the service. If a report cannot be produced that will protect the anonymity of users Lifeworks will not submit a report. 		
<p>YOUR CHOICE</p>	<ul style="list-style-type: none"> • Lifeworks services are provided based on its customers initiating contact, as such any information provided to Lifeworks is deemed to have been consensual. • Upon calling Lifeworks callers will be given a number of options regarding how they would like to be contacted. It is the responsibility of the caller to ensure that the contact information given will satisfy the level of security needed. • You can request to see the information Lifeworks has collected about you by contacting a Lifeworks Associate. (See the number below in the Contact Us section) • If you believe there is an error in the information collected about you please contact a Lifeworks Associate to have that information corrected. 		
<p>IMPORTANT INFORMATION</p>	<ul style="list-style-type: none"> • For more information regarding our policies please see our complete Privacy Policy at the link provided: 	<p>CONTACT US</p>	<p>Any questions can be directed to: A Lifeworks Associate: 1-877-207-8833</p> <p>By email to: Privacy@Ceridian.ca</p> <p>By Regular Mail:</p> <p>Chief Privacy Officer Ceridian Canada Ltd. 125 Garry Street Winnipeg, MB R3C 3P2</p>