


SCOPE	Ceridian Canada Ltd. Privacy Notice – Payroll This statement applies to information collected, used and disclosed by Ceridian Canada Ltd. Payroll Customers.		
PERSONAL INFORMATION	<ul style="list-style-type: none"> • Ceridian collects information for its payroll and Human Resource services directly from our customers, it is the responsibility of our customers to gather the required information from their employees. For Managed Customers Ceridian will collect information directly from our customers employees. • Personal information collected by Ceridian will be limited to the required information needed to run its payroll services. This will include such information as name, address, SIN number, and banking information. • Information collected by Ceridian to perform its services will be considered personal information. 		
USES AND SHARING	<ul style="list-style-type: none"> • Personal information will not be used or disclosed other than for the identified purpose for which it was collected. • Personal information that is no longer required to fulfill an identified purpose or legal requirement will be deleted. • Ceridian as part of its payroll service will transfer employee information to various Government agencies as required by law to meet Provincial/Federal payroll legislation. • Ceridian may, by court order, be required to provide various Government organizations with employee information. An example of this would be Child Maintenance enforcement programs which have the legal authority to access this information. Ceridian will not divulge any personal information unless a legal order can be produced. 		
YOUR CHOICE	<ul style="list-style-type: none"> • It is the responsibility of the client to provide accurate, complete and up-to-date information. Payroll production will assume the information provided is sufficiently accurate, complete and up-to-date as necessary for the purpose for which it was collected. • Employees of Ceridian customers with information errors are to report those errors to their own payroll staff, this information will be updated based on the information provided to Ceridian from these contacts. 		
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: By email to: Privacy@Ceridian.ca By Regular Mail: Chief Privacy Officer Ceridian Canada Ltd. 125 Garry Street Winnipeg, MB R3C 3P2

