



Privacy Policy

Watton Employment Services Inc. is committed to collecting, using and disclosing personal information responsibly. Protecting your privacy and keeping your information confidential is fundamental to our commitment to service excellence.

Protecting your Privacy

You have the right to:

- know why an organization collects, uses or discloses your personal information
- expect an organization to collect, use or disclose your personal information reasonably and appropriately, and not use the information for any purpose other than that to which you have consented
- know who in the organization is responsible for protecting your personal information
- expect the personal information an organization holds about you to be accurate, complete and up-to-date
- obtain your personal information and ask for corrections if necessary
- complain about how an organization handles your personal information if you feel your privacy rights have not been respected

We are committed to:

- collect, use and disclose personal information if necessary to deliver the services and comply with obligations deemed necessary in funding agreements
- limit access to personal information to employees and contractors who need the personal information to deliver the services and ensure the service provider's compliance with obligations under the funding agreements
- ensure the security and integrity of any personal information collected by keeping it physically safe and safe from unauthorized uses or disclosure, including loss, alternation or destruction
- ensure the secure and irreversible destruction of personal information when it is no longer needed for service delivery or to comply with obligations under funding agreements
- notify Fleming Muskoka-Kawarthas Employment Services as soon as the service provider becomes aware of a potential or actual breach of any of the privacy provisions of funding agreements

We will:

- provide the personal information requested within 30 days of receipt of your detailed written request
- make necessary amendments to your personal information as deemed appropriate

For further information please visit: <http://www.priv.gc.ca/>

Questions, comments or complaints about this privacy policy, or our administration of the Privacy Act may be directed to:

*Jill Grice, Privacy Officer
Watton Employment Services Inc.
9 Elgin Street East
Cobourg, ON K9A 0A1
905-372-1901 ext. 214*

*Ann Newell, Executive Director
Watton Employment Services Inc.
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