



## **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 services providers 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, alteration 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 the Ministry 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: [www.priv.gc.ca](http://www.priv.gc.ca)

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

*Ann Newell, Executive Administrator  
Watton Employment Services Inc.  
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Cobourg, ON K9A 0A1  
905 372 1901 ext. 201  
Toll Free: 1888 348 8854*

*Colleen Patterson, Employment Advisor  
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