

HCR Privacy Policy

HCR respects your right to privacy. We are committed to meeting or exceeding the requirements of the Federal and / or Provincial legislation. We have processes and procedures in place to ensure that the privacy of all individuals in every aspect of our business operations is secure.

During the application process you provide us with and we collect personal information including but not limited to your contact information, work history, references, educational records, test scores and banking information for payroll services.

Your personal information is used, shared among us and disclosed as required in order to understand your qualifications, needs and preferences; find you suitable employment; and for temporary / contract workers to provide payroll services. Your information is also used to help us assess and develop our business practices.

HCR has retention dates for your personal information and will abide by this timeline in accordance with Employment Standards. HCR has safeguards in place to ensure your personal information both in paper and electronic format remains secure.

Your personal information is never traded, sold or leased by us to any external companies. Your information is only disclosed for our legitimate business purposes or as required to meet legal and regulatory requirements.

HCR makes every effort to ensure that your personal information is accurate and up to date. Should your personal information change you are required to contact HCR. You may at any time make a written request for access to your personal information. Upon payment of an administrative fee, we will provide you with a copy of the personal information we have on file.

Having read this policy and by using our services and providing us with your personal information, we imply you consent to the collection, use and disclosure of your personal information as specified herein. Wherever possible and when necessary, we obtain your express consent for particular uses and disclosures. At times though we may imply your consent if we feel we are using your personal information for purposes that are obvious to you.

Should you have any questions or concerns regarding HCR's Privacy Policy please contact HCR's Privacy Officer by mail at 19 Four Seasons Place, Toronto, Ontario
M9B 6E7.