



## Protection of Privacy in the Context of Cōv communications' Recruitment Process

### Data Collection

When you apply for a job with Cōv communications (hereafter, the **"Organization"**), the personal information contained in your application will be collected and stored by the Organization.

### Data Processing

Your personal information will be processed for the purposes of managing Cōv communications' recruitment-related activities, which include setting up and conducting interviews and tests or checks for candidates, evaluating and analyzing the results thereof, and as otherwise necessary in the recruitment and hiring process. For candidates residing in Quebec, such processing is legally authorized under section 4 of the *Act respecting the protection of personal information in the private sector*, RLRQ c P-39.1 (hereafter, the **"Private Sector Act"**) because it is necessary for the legitimate interests pursued by the Organization, which are the solicitation, evaluation and selection of candidates for employment.

We disclose your personal information to our trusted affiliated organizations, including for purposes of administration, workforce analysis and business operations, in accordance with the terms of the Organization's Privacy Policy.

### Data transfer

Your personal information may be shared with a cloud service provider located in Quebec and hired by the Organization to help manage its recruitment and hiring process on behalf of Cōv communications. Rest assured we have agreements in place with this cloud service provider to ensure that your personal information will remain protected to the same standards as those of Cōv communications. More information on appropriate safeguards can be obtained by contacting Cōv communications' Data Protection Officer at [dpo@covcommunications.com](mailto:dpo@covcommunications.com)

### Duration of data retention

The Organization will retain your application data for up to 1 year in order to consider you for other positions that may become available within the Organization and suit you. Cōv communications will then delete most of the data, retaining only your name, the link to the public professional profile, the positions you applied for, the interviewers, our decision, and the results of the analyses for up to 2 years for historical purposes and to optimize the hiring processes.



## **Your Rights**

For candidates residing in Quebec, under the Private Sector Act you have the right to request access to your personal information, to request that your personal information be corrected or erased and to request that the processing of your personal information be limited. If you have any questions regarding the processing of your personal information, you may contact Cōv communications' Data Protection Officer at [dpo@covcommunications.com](mailto:dpo@covcommunications.com)

In addition, you have the right to file a complaint with the *Privacy Commissioner of Canada*.