



CAREERS: The Next Generation – POLICIES

TITLE: Privacy Policy

TYPE: HR

NUMBER: 3-3

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REVISED DATE(s) (if applicable): September 22, 2023

OUR COMMITMENT TO PRIVACY

Your privacy is important to us. CAREERS: The Next Generation Foundation (“CAREERS”) is committed to maintaining the accuracy, security, and privacy of the personal information it collects, uses and discloses in accordance with applicable legislation. This privacy policy (the “Privacy Policy”) is a statement of principles and guidelines concerning the protection of personal information of students, parents, educators, scholarship recipients, program participants, employers, service providers and other individuals (“you”).

This Privacy Policy documents CAREERS’ ongoing commitment to our users and all stakeholders and has been developed in compliance with the Freedom of Information and Protection of Privacy Act (“FOIP”).

SCOPE OF POLICY

This Policy applies to personal information collected by CAREERS about individuals .

We do not knowingly solicit personal information about individuals under the age of 13. If you believe we have collected personal information of a minor without the appropriate consent, please contact the Privacy Officer.

This Policy does not apply to or impose any limits on the collection, use or disclosure of the information of corporate or commercial entities which is protected through business practices and contractual arrangements.

CONSENT

By submitting personal information to CAREERS or its agents, you agree that you are over the age of 18 or have consent from a legal guardian to provide such personal information, we may collect, use, and disclose such personal information in accordance with this Privacy Policy, the privacy preferences you have made known to us, and as permitted or required by FOIP or other law. Subject to legal and contractual requirements, you may refuse or withdraw your consent to certain of the identified purposes at any time by contacting us as set forth below. If you refuse or withdraw your consent, we may not be able to provide you or continue to provide you with certain services or information that may be of value to you.

Information Collected

CAREERS collects and stores personal information including:

- First middle, last and preferred names
- Street address
- Email address
- Phone
- Birthdate
- Gender
- Indigenous identification status
- School and school district
- Alberta Student Number
- Year of graduation
- Grade level
- Any additional information or content created or shared in video, text, email, images and other media files provided by or on behalf of an individual by a school, school division or guardian. This could include personal information contained in a resume, cover letter, or any other application.

CAREERS collects personal information to:

- provide and administer programs and services such as internships, camps and other events;
- facilitate fund development, and research;
- Communicate with you and respond to your inquiries;
- Conduct surveys and evaluations and gather feedback;
- Send newsletters, updates and promotional materials, unless you have opted-out to receive such communications; and
- Comply with legal obligations and protect our rights and interests.

CAREERS limits collection of personal information to that which is reasonable and necessary to provide these services, and which is reasonable and necessary for the purposes consented to by you. We will ask permission from you should we wish to use your data for other purposes. We will never sell your personal information.

CAREERS may collect personal information through our website, user portals, other online applications, phone, text, email, in person and through school or school district contacts.

CAREERS interacts with and exchanges information (including personal information) only as necessary for the purposes it was collected, unless required by law. CAREERS may disclose personal information to trusted third parties assisting us in delivering our services. These third parties are bound by confidentiality agreements and are only authorized to use personal information for the purposes specified by CAREERS.

CAREERS does not own any personal information.

Protection of Information

Upon written request to our Privacy Officer, CAREERS will provide your personal information to you within a reasonable time.

CAREERS makes every reasonable effort to ensure personal information is accurate and complete. CAREERS relies on individuals to notify the Privacy Officer if there is any error or change to their personal information that may affect their relationship with our organization.

CAREERS collects and stores personal information in CAREERS' Salesforce application. The Salesforce privacy policy can be found at [Privacy Policy - Salesforce.com](https://www.salesforce.com/privacy). Salesforce stores its data in multiple data centers across the globe, dependent where the client organization is located. CAREERS customer data is stored in Canada. Non-customer data such as Salesforce controller data could leave the country. Data is encrypted during transmission and is not encrypted at rest. Salesforce complies with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA").

CAREERS may collect and store personal information through other external applications as well. Any time an individual is asked to interact with a third-party application which may collect, transport and store personal information, CAREERS will provide a link to that third party's privacy policy. CAREERS encourages users to read the Privacy Policies of these third parties before proceeding to use them.

To prevent unauthorized access, maintain data accuracy and ensure the correct use of information, CAREERS has put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect. These procedures include, but are not limited to, the use of encryption, physical access controls, information access controls, and anti-virus and anti-malware software. Additionally, portal accounts are protected by the individual's chosen password. CAREERS urges users to take steps to keep usernames and passwords safe.

CAREERS protects personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any unauthorized access, loss, misuse, disclosure or modification of personal information. In the unlikely event of unauthorized access, loss, misuse, disclosure or modification of personal information, all affected parties would be notified.

CAREERS is based in Alberta, Canada. Collected data is stored in Canada, and the information we collect is governed by and operated in accordance with Alberta and Canadian law.

All information collected prior to January 1, 2004 is deemed to have been collected with consent and may be used and disclosed for the purposes for which it was originally collected. Personal information is retained, archived and destroyed in accordance with our Data Lifecycle Management Guideline.

Third party resources

CAREERS may provide links to other websites that may be of interest to our users. CAREERS is not responsible for the privacy practices employed by those websites, nor are we responsible for the information or content they contain. This Privacy Policy applies solely to information collected by CAREERS; thus, when you use a link to navigate to a third-party website, this Privacy Policy is not

longer in effect. CAREERS encourages users to read the Privacy Policies of these other websites before proceeding to use them.

Changes to the Privacy Policy

CAREERS regularly reviews privacy practices and updates this Privacy Policy. Please check this site regularly for information on our most up-to-date practices.

Record Retention and Destruction

Personal Information is kept in a secure location. CAREERS uses appropriate security measures when destroying personal information, including shredding paper records and destroying electronic records.

CAREERS retains personal information only as long as is reasonable to fulfil the purposes for which the information was collected or for legal or business purposes.

Contact us

CAREERS has appointed a Privacy Officer to oversee compliance with this Privacy Policy and applicable privacy laws. For information on CAREERS' privacy practices, please visit our website at careersnextgen.ca or contact CAREERS Privacy Officer, in writing, at:

CAREERS: The Next Generation Foundation
Privacy Officer
18256 102 Avenue NW
Edmonton, AB T5S 1S7
Email privacy@nextgen.org
Phone 1-780-426-3414