

## **Privacy Protection – Recruitment Process**

### **Data Collection**

When you apply for a job with Canada's Children's Hospital Foundations ("**CCHF**" or "**Organization**"), the personal information contained in your application will be collected and stored by us.

### **Data Processing**

Your personal information will be processed for the purposes of managing our recruitment-related activities, which may include setting up and conducting interviews, administering tests, coordinating background/reference checks, evaluating and analyzing the results of those background/reference checks, and as otherwise applicable 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 ("**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 our third-party vendors required for: interview scheduling software, our Human Resources Information System, background and reference checks, legal consultation, and recruitment agencies as applicable, in accordance with the terms of our Privacy Policy available on our website.

We process and share your personal information with these affiliated organizations based on our legitimate needs to manage, administer and improve our organization which includes overseeing the recruitment process and, as applicable, your employment relationship with CCHF.

### **Data Retention**

We will retain your application data for up to 3 years to potentially consider you for other positions that may become available within the Organization and for which you are qualified. After 3 years have passed, we will then delete all data collected thus far and you are welcome to resubmit an application as available on our website.

### **Your Rights**

You have the right to request access to your personal information, that your personal information be corrected or erased, and/or that the processing of your personal information be limited. For candidates residing in Quebec, this is governed under the Private Sector Act. If you have any questions regarding the processing of your personal information, you may contact CCHF's Data Privacy Officer at [privacy@childrenshospitals.ca](mailto:privacy@childrenshospitals.ca).

In addition, if you feel that we haven't been able to answer your questions properly, you have the right to file a complaint with CCHF and/or the *Commission d'accès à l'information* or any other relevant supervisory authority.

### **Data Privacy Officer Contact Details**

[privacy@childrenshospitals.ca](mailto:privacy@childrenshospitals.ca)

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