**LUCASWORKS PRIVACY POLICY**

LucasWorks respects and is committed to maintaining the privacy and security of information of our customers, candidates, and employees.

**What We Collect**

Temporary Employees

LucasWorks purpose in collecting customer, candidate and employee information is to secure work for our candidates and employees and to assist our customers in their hiring needs. A candidate will be asked their name, address, email address and other personal information such as experience, education and skills so that we may match their qualifications to potential job opportunities and contact them for potential work. The email address may be used in order to send e-assessments to the candidate prior to coming in for an interview.  When hiring an employee, additional information such as social insurance number, bank information, birth date and email address will be collected in order to establish payroll.  Email address will be used to forward electronic paystubs and other pertinent assignment information.  It may also be used to promote additional LucasWorks job opportunities. We will maintain these personal files in accordance with local retention laws

Internal Employees

Prior to hire, we gather your personal information from your resume such as name, address, phone number, education, work history, and skills to assess your qualifications.  Once hired, this information will be kept in your file.   Upon hiring, for the purpose of payroll, we also collect your address, email address, social insurance number, bank information and birth date.  We will maintain these personal files in accordance with local retention laws.

Customer Information

From our customers we collect only that information which is necessary to provide the best service possible to our customer. The most basic information we collect from customers is their legal and working name, address, phone number, billing information and contacts.  In order to follow WSIB standards we also collect information on the customer's physical location to ensure our employees are working in a safety environment. Hours of operation and type of work performed will also be collected and passed along to our temporary employees who will be working at their site.

LucasWorks Website

LucasWorks website contains links to outside job and job search related organizations which we carry no responsibility for, in regards to their privacy commitments.

LucasWorks will follow the above procedures with third party workforce suppliers, employee information.  Only as much personal information as is required will be gathered to place employees in a work setting, secured by LucasWorks.  It is the responsibility of the supplier to adhere to their own privacy policy and procedures.

Choice and Consent of Released Information

For our temporary associates, in order to secure a work position, and with your permission, we may forward the information we collected from your references and your resume to a client, for further review of your qualifications.  Once placed for work at our customer site, we send your name to the client in order for them to add you to their workforce temporary list.  Your phone number may also be forwarded in order for the customer to contact you in regards to changes in your assignment.

LucasWorks will ensure that all employees grant consent, in writing, before any information is released to any interested party.

Employees Access to Change Information

LucasWorks employees are allowed to contact us daily to update personal information so that we are better able to provide our services with accuracy.

Security

 All information collected is secured in the employee, candidate and client files.  Some of these files are electronic, while others are hard copy.  Only authorized personnel, who have signed a confidentiality agreement at the time of hire, have access to this information.

**ANTI SPAM POLICY**

**LucasWorks**

LucasWorks is committed to ensuring that our customers and others who receive communications from us do not encounter spam. We only send commercial electronic messages (CEMs) from our servers in compliance with this Anti-Spam Policy. A CEM sent by LucasWorks is an electronic message that encourages participation in a commercial activity, such as purchasing a LucasWorks product or service.

**What is spam?**

Spam is unsolicited electronic messages, also known as "junk" e-mail or text messages, often, but not always, sent in built form. An electronic message may be spam if:

1        The message is deceptive in that there is an attempt to hide the true sender or content of the message
2        The recipient's personal identity and context are irrelevant because the message is equally applicable to any other potential recipients
3        The recipient has not granted explicit or implied consent for the message to be sent

**When does LucasWorks send commercial electronic messages?**

LucasWorks only sends CEMs in the following contexts;
- You have explicitly informed us that you would like to receive such messages
- LucasWorks is responding to a request for information from you
- To communicate with you about your account, loan or similar relationship with us
- To provide information that you are entitled to receive about products or services you have purchased from us
- You have provided your e-mail address to us, or have published your e-mail address, without placing any restrictions on its use, and the content we are sending you is relevant to your business role
- A third party who you have an existing relationship with has referred us to you
- You have an existing business relationship with LucasWorks
- You have an existing non-business relationship with LucasWorks
- The LucasWorks representative sending you the message has a personal or family relationship with you
- You are receiving the message in order for Lucasworks to fulfill a legal obligation or enforce a pending or existing legal right

**How does LucasWorks protect you from receiving spam?**

CEMs sent, or caused to be sent, from LucasWorks servers do not:
- Use or contain invalid or forged headers or non-existent domain names
- Employ and technique to otherwise misrepresent or obscure the sender of the message, the point of origin or the transmission path for the message
- Contain false or misleading information in the subject line or otherwise contain false or misleading contents
- Use a third party's internet domain name, or relay from or through a third party's equipment, without permission of the third party
- Attempt to surprise or confuse you. LucasWorks makes best efforts to ensure that you have either specifically asked to receive electronic messages from us, or you can reasonably expert to

LucasWorks does not knowingly do business with any company that participates in sending spam. LucasWorks does not sell or exchange any of your information without your consent.

**What if I no longer want to receive messages from LucasWorks?**

In most cases, LucasWorks CEMs provide you with the ability to unsubscribe or opt out of receiving our CEMs. When you unsubscribe using the links provided in our CEMs, your request will be processed as soon as possible, and no later than 10 days after you send the request. There are only limited contexts in which you cannot request that LucasWorks stop sending your messages, such as when we must communicate with you to enforce LucasWorks legal rights.

**Receipt of a CEM from LucasWorks that seems to violate this policy:**

In the unlikely event that you receive any messages from LucasWorks that may be considered spam, please contact us at info@lucasworks.ca and the matter will be investigated. All LucasWorks staff are aware of this Ant-Spam Policy, are appropriately trained, and are required to ensure that CEMs receive prior approval from the LucasWorks president before being sent. Appropriate disciplinary action will be taken in the event that this procedure is not followed.

**Changes to this Anti-Spam Policy**

LucasWorks may amend this policy at any time by publishing a new version of it on our website.

**Contact Us**

Should you have any questions about LucasWorks spam management strategies, please contact us at info@lucasworks.ca.

The legislation for which this policy was created is known Highlights of CASL