



Privacy Policy and Terms of Service

Since 1998, Talentlab has been actively providing talent acquisition solutions for technology companies throughout Canada and the United States. Our reputation in the staffing and recruiting industry has been established through years of building relationships with our clients. In support of an ongoing commitment to our cornerstone values of integrity, passion, relationships and community, we have created the Privacy Policy detailed below to describe how Talentlab collects, uses, discloses and manages personal information.

How We Collect, Use and Disclose and Manage Your Personal Information

Your Created Account and Profile: When you decide to create an account and profile on our website to apply for a job posting with your resume or when you choose to submit your resume directly, we collect your login information so that we can set you up to access your profile through our website. We capture all of the information you provide to us for the purposes of including you in our applicant tracking system (ATS). Our ATS is used to help us more effectively and efficiently match candidates with new job opportunities on behalf of our clients. We may collect additional personal information when you agree to be interviewed by Talentlab and then submitted to a client for consideration for a job opening. Furthermore, if you enter into a contract or employment relationship with Talentlab for the purposes of a client work assignment, we may collect more personal information to set you up for payroll.

If you agree to allow us to submit your resume to a client for consideration for a job opening, we will disclose your resume and other relevant personal information to our client for their review. The personal information that is disclosed may be stored by the client on their internal Vendor Management System (VMS).

Third Party Service Providers: From time to time we utilize third party organizations to help us provide services to you, such as our applicant tracking system, our website, and our payroll. Even though we may transfer personal information in our custody and control to our service providers, they are not authorized to use or disclose personal information for any purpose other than providing the services on our behalf or as otherwise required or permitted by applicable law.

Website Security: Talentlab exercises due diligence to protect against unauthorized access, use, modification and disclosure of personal information in our custody and control. We only provide access to personal information to our employees and authorized third party service providers who require such information for the purposes outlined in the Privacy Policy.

Major Business Event: If there is a merger or sale of Talentlab at some point in the future, we may transfer any information we have about you to a third-party acquiring company.

Legal Responsibility: Talentlab and our service providers may provide your personal information in response to a search warrant or other legally valid inquiry or order, or to another organization for the purposes of investigating a breach of an agreement or contravention of law, detecting, suppressing or preventing fraud, or as otherwise required or permitted by applicable Canadian, US or other law or legal process. Talentlab may also disclose personal information to assist us in collecting a debt owed by you, or otherwise where necessary for the establishment, exercise or defense of legal claims.

Accessing Your Personal Information

Talentlab's objective is to use reasonable efforts to maintain the accuracy and security of your personal information. You can assist with the accuracy of your stored data by updating any changes through your established profile on our career portal website. You can also send us a request directly through the contact information provided below, requesting a specific update to your stored data.

Third Party Links

The Talentlab website may contain links to third-party sites. Any such link does not imply Talentlab's endorsement of the third-party company, its product, its service or their expressed opinion.

Website Analytical Information

Through a third-party service provider, Talentlab may collect certain technical information from your computer each time you request a page during a visit to our site. This information may include your computer's IP address, operating system, browser type and the address of a referring website. Talentlab views web traffic analysis reports periodically to help us improve our business.

Changes to this Privacy Policy

Talentlab's Privacy Policy may be updated at any and will be posted immediately on the corporate website. Our website always contains the most current version of our corporate Privacy Policy.

General Terms of Service

Agreement: Accessing and using Talentlab's website or our services forms a binding agreement between you and Talentlab, demonstrating your acceptance of our Terms of Service. You are agreeing to access and use our website or services at your own risk and on an "as is" basis without any warranties or conditions of any kind.

If you do not accept these Terms of Service or do not comply with them, you may not use our website or our services.

Code of Conduct: Accessing or using Talentlab's website or service requires that you comply with the following rules:

- Use only your real name in your submitted personal information
- Do not misrepresent any of your personal information, including but not limited to your work experience, education and qualifications
- Comply with all applicable laws, such as privacy laws, anti-spam laws, intellectual property laws and copyright laws
- Use our website and services in a professional manner

Liability and Warranty Disclaimers: You agree to indemnify and hold harmless Talentlab, its owners, directors, managers, employees, associates, partners, customers and suppliers for any damages or losses arising out of or in connection with your use of Talentlab's website or services, including, but not limited to:

- Access and use of our website or services
- Any delays or disruptions in our website or services
- Any damages, viruses, malware, inaccuracies experienced from the access or use of our website or services

BY ACCESSING OR USING TALENTLAB'S WEBSITE OR SERVICES, YOU AGREE THAT TO THE MAXIMUM EXTENT PERMITTED BY LAW, THAT TALENTLAB AND ITS OWNERS, DIRECTORS, MANAGERS, EMPLOYEES, PARTNERS, ASSOCIATES, SUPPLIERS AND CUSTOMERS SHALL NOT BE LIABLE TO YOU OR OTHERS FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, OR LOSS OF DATA, LOSS OF OPPORTUNITIES, REPUTATION, PROFITS OR REVENUES, RELATED TO TALENTLAB'S WEBSITE OR SERVICES. THIS LIMITATION OF LIABILITY IS PART OF THE AGREEMENT BETWEEN YOU AND TALENTLAB AND SHALL APPLY TO ALL CLAIMS OF LIABILITY.

Contact Us

If you have any questions or comments about our Privacy Policy, our General Terms of Service, the practices of our website, or to access and/or correct inaccuracies in our records of your personal information please send an e-mail to the Talentlab Privacy Officer at: privacy@talentlab.com

You may also contact us by mail at:

Talentlab Inc.
Attention: Privacy Officer
603 March Road,
Kanata ON, K2K 2M5