

STRATHCONA MECHANICAL LIMITED

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Strathcona Mechanical's Privacy Information Act for Employees

We may collect any/all of the following employee information for purposes of establishing, managing or terminating an employee relationship:

- Name
- Phone number and address
- Employment history
- Disciplinary records
- Medical – present/historical
- Social Insurance number
- Age, sex, and family status
- Wage and Salary paid
- Banking Information
- Any other information the company requires for employment with Strathcona Mechanical

We can collect, use and disclose this information without consent, but we will only collect, use and disclose the information that is necessary for administering the employee relationship. This information will be used to perform general workplace tasks such as payroll, benefits, unions and other workplace affiliates as deemed necessary to manage the workplace.

Exceptions to the above may include:

- Collection for the individual interests and consent cannot be obtained in a timely manner and consent would be expected.
- Personal information collected prior to January 2004
- Personal employee information can be collected and disclosed as an employee or recruitment of employees.
- Personal information can be disclosed without consent about former employees for the purposes of reference checks.

We will not disclose any personal information to a third party without employee notification; consent is not required if the information is requested by law and/or legal obligations. Legal obligations include: Income Tax Act, Workers Compensation and any possible legal issues that may arise. **Strathcona Mechanical does not disclose personal information to Third party requests** unless both parties involved, requesting and allowing disclosure of information, have submitted a written request. All requests must be directed to the Privacy Information Officer and upon receiving permission this information will then be released. Information will be released without consent as required by law and legal obligations.

As an employee, you have the right to:

- Access your personal information
- Know how the information is used
- Know who it is disclosed to and the situation it is required for
- The employer can refuse access or disclosure when the information would harm someone or during an investigation or legal proceeding.

Individuals may ask the Alberta Information and Privacy Commissioner to review an organization's decision.

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SERVING THE CONSTRUCTION INDUSTRY SINCE 1946



Our employee information is safeguarded to prevent any unauthorized access, use and disclosure. This information is stored separately and only accessed by those who need to do so. Personal information is kept as long as necessary for the above outlined purposes or as required by law. All information will be accurate, up to date, complete and not misleading as presented to Strathcona Mechanical by the employee. It is the employee's responsibility to notify Strathcona Mechanical of any changes or omissions to the information provided. Any changes to this information should be forwarded to the Privacy Officer as soon as possible. The company will correct any errors or omissions upon notification by the individual. It is important to keep our information up to date. Upon termination or resignation of employment with Strathcona Mechanical, this information will be kept on hand for the government/legal requirements and sealed after 6 months. Any letters of reference an individual requires will be held for 1 year with the consent of the employee in writing.

Employees may access, their personal information "use" and "disclosure" information at any time. Access requests are required in writing addressed to the Privacy Information Officer. All requests will be responded to within 30 days of receipt of request.

Forward any concerns in regards to this policy to the Privacy Officer, Nancy Christman.

More information on the Personal Information and Privacy Act may be obtained at www.psp.gov.ab.ca. Strathcona Mechanical will have a Privacy information handbook available for review in the office.

Schedules attached

I have read the above Privacy Policy of Strathcona Mechanical Limited and acknowledge that I am in agreement with this policy as an employee of the company.

Name

Signature

Date