

## Our Commitment to Privacy

BluEra Team Inc.

BluEra Team Inc. (BluEra) is committed to ensuring your privacy is protected. BluEra adheres to the standards and expectations set out under Alberta's Personal Information and Protection Act (PIPA) in its commercial businesses and as an employer. In instances where required, BluEra also observes the Personal Information Protection and Electronic Documents Act (PIPEDA).

BluEra is engaged in the commercial businesses of executive search and team building and is also an employer. BluEra protects privacy in the following ways:

1. Apply to BluEra as a firm or candidate in the commercial business of Executive Search.
2. Work with BluEra as a firm or as a participant in the commercial business of Team Building.
3. Apply for employment with BluEra as an employer in Alberta.

BluEra's privacy policies with respect to Executive Search and Team Building and Employment are set out below. Please refer to the section relating to your current interest.

## Our Business of Executive Search and Team Building

As a retainer-based executive search firm, BluEra has clients for whom it conducts searches aiming to place qualified candidates in specific positions. BluEra searches for candidates through various means including its own database, posting positions on its website, networking in the marketplace, market research and advertising. A potential candidate is provided with details relating to the role and the organization for which the search is being conducted. BluEra ensures that neither candidates' resume nor any personal information about candidates, leaves the confines of BluEra unless BluEra has been granted permission to disclose such information to its clients for the sole purpose of discussing a candidate's suitability for a specified position with a client.

Candidates' personal information is treated confidentially and in a respectful manner and will be used solely for the purpose of conducting BluEra business. BluEra retains candidates' personal information indefinitely in the event BluEra wishes to contact a candidate about a position that matches such candidate's background in the future.

BluEra partners and employees must each sign a confidentiality agreement and become educated with respect to handling information in a confidential manner.

Candidates' information is kept in a secured database accessible only by BluEra partners and employees. BluEra retains sole proprietorship of its database and all data is centrally stored on a server. BluEra also maintains Firewall and Virus Protection Software and Password Protection.

In the event that a candidate has provided BluEra with its confidential information, such candidate will be informed prior to BluEra providing such information to a client. In addition, BluEra provides the client with a report containing additional information to that which the candidate has provided in its resume. This report enhances the resume and is intended to present a more comprehensive presentation of the candidate's background and expertise. This report will include information that the candidate provides to BluEra in the interview process and may also include BluEra's opinion of such candidate's suitability for the role. Compensation information and/or the candidate's compensation expectations may also be included in

BluEra's report to the client. The candidate will be aware of the information to be provided to BluEra's clients by way of its participation in the interview process. All such information may be forwarded to BluEra clients via email.

Candidates selected by BluEra for presentation to a client may be asked to provide references who can address the candidate's workplace abilities from a technical, managerial, and communications perspective.

Any hardcopy information about candidates is kept in secured office space accessible only by BluEra partners and employees.

BluEra employs a professional waste management company for shredding and destruction of 'hard-copy' information,

#### **With Respect to Employment with BluEra**

Upon applying to BluEra for employment, the applicant's resume will be reviewed by BluEra staff. The applicant's resume may then be input into BluEra's database. Should an applicant not accept a position with BluEra, BluEra may still retain the applicant's personal information in its database. Applicants have the right to correct, update or delete personal information contained in BluEra's database at any time.

Should an applicant accept employment with BluEra, such applicant's personal information may be disclosed to: (i) third-party insurers; (ii) providers of employee benefits; (iii) governmental authorities, including Canada Customs and Revenue Agency and Alberta Health Care; (iv) consultants advising on employment benefits and other compensation issues; (v) banks and BluEra's payroll administrator; (vi) BluEra staff responsible for hiring or performance management; and (vii) to legal counsel, if required. Emergency contact information and some personal identification information will be provided to BluEra's office building manager in Calgary, for office security purposes.

BluEra will retain successful applicants' personal information throughout their employment and for at least seven years following termination of employment. All information will be kept in secured office space or in BluEra's secured electronic database.

By submitting an application or resume containing personal information to BluEra, the applicant or candidate, as the case may be, consents to all of the above uses and disclosures of its personal information.

Privacy Officer

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