

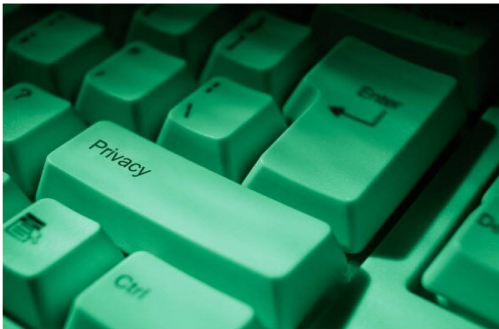
Keeping you
informed about...

Our *Privacy* Policies

The purpose of this brochure is to keep you informed about privacy protection practices at Southwest Employment Services (SES).

SES recognizes the importance of privacy and the sensitivity of personal information. In the course of providing our clients with quality services, SES has an obligation to keep all documentation given confidential. We are committed to protecting personal information that we hold.

SES reviews their policies and procedures on a regular basis, which means this policy may change from time to time.



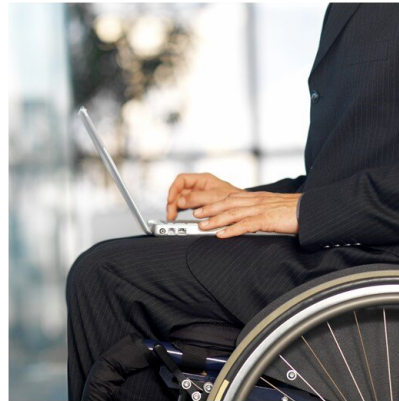
Request for Access to Your Personal Information

If you wish to access your personal information, please write to:

Southwest Employment Services
103 Water Street
Yarmouth, NS B5A 4P4
info@swemployment.com

If the issue is not resolved to your satisfaction you may reach:

Privacy Commissioner of Canada
112 Kent Street
Ottawa, Ont. K1A 1H3



Please note that not allowing SES to use information about you may mean we may not be able to provide you with certain services that may be of use to you.



NOVA SCOTIA WORKS
NOUVELLE-ÉCOSSE AU TRAVAIL

“Privacy Policies”

for

***Southwest
Employment
Services***

Canada 

 **NOVA SCOTIA**
NOUVELLE-ÉCOSSE

 Southwest
Employment
Services



Personal Information

Personal information is any information that identifies you. We need this information to help better serve your needs.

Collecting Personal Information

Collection of information begins with the initial needs determination and continues throughout the life of the intervention.

We may need to obtain information from other sources which may include:

- Canada Pension Plan (CPP)
- Employment Insurance (EI)
- Workers Compensation (WCB)
- Employment Assistance for Persons with Disabilities (EAPD)
- EI Reachback
- Social Assistance/Family Benefits
- Private Insurance
- Court Order

Access to Your Personal Information

You may ask for access to your personal information we hold about you at anytime. Summarized information is available upon request.

Updating Your Information

To ensure SES is able to provide you with the best service, it is important that personal information we use is accurate and up to date. You can help by keeping us informed of changes of address, phone number, email address, etc. Should you become aware of errors in our information about you, please contact our office and we will ensure the information is correct.

Consent

SES offers the best possible service to their clients. In order to facilitate the achievement of this goal it is often essential to coordinate the resources of other agencies or individuals.

To achieve this, the sharing of information on a need to know basis is essential; therefore we ask you to specifically consent, if we collect, use, or disclose your personal information. By signing a consent form you are give SES permission to obtain any personal information with any agency or individual they deem essential in acquiring transferable work experience or employment.

Collection, Use, & Disclosure of your Personal Information

The NS Government Labour Market Programs are bound by the principles and requirements of the NS Freedom of Information and Protection of Privacy (FOIPOP) Act.

The information collected will only be used and disclosed in keeping with the privacy provisions of the NS FOIPOP Act and the NS Personal Information International Disclosure Protection (PIIDA) Act. Any information collected during the course of accessing our program or using our services is used only for providing you with services.

We do not disclose your information to other organizations or individuals except as required to fulfill the purpose(s) of the program or service and only to the extent required or authorized by law.

Personal Information Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect about you.

Communicating with Us

You should be aware that e-mail is not 100% secure and you must be aware of this when contacting us to send personal or confidential information.

