



ROBOTICS TALENT LAB INC. PRIVACY POLICY

ROBOTICSTALENT LAB INC. (“WE” OR “US”) RESPECTS THE PRIVACY AND CONFIDENTIAL NATURE OF THE PERSONAL INFORMATION THAT YOU PROVIDE TO US. THIS PRIVACY POLICY DESCRIBES HOW WE HANDLE YOUR PERSONAL INFORMATION.

WHAT DO WE MEAN BY “PERSONAL INFORMATION” AND WHAT TYPE OF PERSONAL INFORMATION DO WE COLLECT FROM YOU?

“Personal information” means any information concerning an identifiable individual.

The personal information we collect from you will depend on who you are, your geographical location, and the purposes for which you are engaging our services. The type of personal information we may collect from you includes, but is not limited to, the following:

- your contact information (such as your name, email address, home address, and phone number),
- your credentials and resume (such as your employment and academic history),
- your personal and employment references (we assume that you have obtained the consent of any person used as an employment reference to release their personal information so that they may be contacted in aid of your job search),
- your description of the type of employment opportunities that interest you,
- your salary and/or benefit expectations,
- information from third party sources such as social networking websites; and,
- any data related to your use of our services and your employment that we may create and/or record.



WHY DO WE COLLECT YOUR PERSONAL INFORMATION AND HOW DO WE USE IT?

We collect and use your personal information to:

- Provide our services to you more effectively (for instance, using your credentials to determine if you are a suitable candidate for a particular employment opportunity),
- Meet our clients' requests for information regarding potential candidates,
- Create a candidate profile that is used to determine your "fit" based on the job-specific needs of a potential employer,
- Correspond and send information to you,
- Review the services that we provide to you so that we may improve those services, and
- Any other purpose to which you consent.

We will not collect, use, or disclose your personal information unless we believe that it is reasonable to do so and that we have your implied or express consent to collect, use, or disclose such personal information unless we are required to do so by law.

HOW MAY YOUR PERSONAL INFORMATION BE DISCLOSED BY US?

Your personal information may only be disclosed for our legitimate business purposes (such as finding you an employment opportunity) and only in accordance with this Privacy Policy. Your personal information will never be sold or traded by us to another external organization.

We may disclose your personal information to prospective employers when we decide there is or will be an employment opportunity for you with a particular prospective employer.

WHO HAS ACCESS TO YOUR PERSONAL INFORMATION?

We will only share your personal information with our employees, contractors, and consultants who may require such information for the purposes of providing our services to you. Further, your personal information may be disclosed to a third party if there is a change in ownership of our company. However, we will ensure that any such third party is required to use your personal information in a manner consistent with this Privacy Policy.

HOW DO WE PROTECT AND STORE YOUR PERSONAL INFORMATION?

We store your personal information in our cloud-based Customer Relationship Management and Applicant Tracking System. We have industrial standard technical, procedural, and physical safeguards in place to protect your personal information. These safeguards are specifically designed to protect your personal information from loss, unauthorized access, alteration, and destruction. Furthermore, each employee, contractor, and consultant of ours that has access to your personal information is under an obligation to maintain your confidentiality and has been instructed to comply with this policy.



However, we cannot guarantee that your personal information will not become accessible by an unauthorized person. If it does, then you will be provided with notice of such an event within seventy-two (72) hours of its discovery. If you ever receive an electronic communication which claims to be from us that you have concerns about, please contact us immediately. Phishing, spam, and pirating of email addresses is a growing problem and we appreciate being informed of any relevant incidents so that we can investigate the problem and continue to provide you with the best service possible.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We will retain your personal information for as long as may be reasonably required for the purposes set out in this Privacy Policy. After those purposes have been satisfied, then we may retain a minimum amount of your personal information to allow us to confirm your use of our services. If you wish for your personal information to be deleted, then please submit a written request to our Privacy Officer who will be happy to promptly assist you with your request (contact information provided below).

WHAT TYPE OF CONSENT ARE YOU PROVIDING TO US? WHAT IF YOU WANT TO REVOKE YOUR CONSENT?

By using our website and providing us with your personal information, you are giving us your express consent to the collection, use, and disclosure of your personal information in accordance with this policy. You may revoke your consent at any time. All revocations of consent should be made in writing and sent to our Privacy Officer. Any withdrawal or modification of consent may limit or prevent us from providing you with our services.

CAN YOU REQUEST TO SEE WHAT PERSONAL INFORMATION WE HAVE COLLECTED ABOUT YOU?

You have the right to request all of the personal information we have collected from or about you. All requests should be made in writing and sent to our Privacy Officer. When submitting a written request, we may request specific information about you to verify your identity.

Privacy Officer:

Petra Prazakova, President
Robotics Talent Lab Inc.
118 Ochterloney Street
Dartmouth NS B2Y1C4
1.647.797.3700

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DOES OUR WEBSITE USE COOKIES OR ANY OTHER DATA TRACKING TOOLS?

Our website uses cookies. A cookie is a small data file which is transferred from our web server to your browser when you are using our website. This data file allows us to obtain information regarding how you use our website and how you use the internet generally. Information gathered through the use of cookies assists us in providing you with better services and online experience.

Our website also uses **Google Analytics**. Google Analytics creates reports about visitor activities that we use to improve our services. Information provided to us through Google Analytics is not provided to us in a personally identifiable format and you may opt out of its use at any time (by using the “**Google Analytics Opt-Out Browser Add-On**”). The information gathered through Google Analytics is retained indefinitely.

WHAT HAPPENS IF WE CHANGE OUR PRIVACY POLICY?

We may from time to time revise this Privacy Policy. Any revisions to this Privacy Policy will be posted on our website and will be effective from that date forward. Any changes to this Privacy Policy that may require your consent will not take effect until your consent has been obtained.