

PRIVACY POLICY

This BRASC Corporation's Privacy Policy seeks to protect your personal information in accordance with federal legislation, Personal Information Protection and Electronics Documents Act (PIPEDA). PIPEDA regulates the collection, use and disclosure of "personal Information".

As part of this Act we are required to receive the consent of our Candidates and Clients before we can collect, use or disclose their personal information. Following are our commitments in fulfillment of the PIPEDA regulations that you will need to give your informed consent to BRASC to lawfully represent you in our Services.

1. **Privacy of Individuals & Employers**

BRASC Corporation respects the privacy of individuals in all aspects of our business operations. Your personal information is only collected, used and disclosed by BRASC in accordance with this Privacy Policy.

BRASC is committed to safeguarding the personal information entrusted to us by our consultants and employers. We manage your personal information in accordance with all applicable laws. This policy outlines the principles and practices we follow in protecting your personal information. The policy also applies to any person providing services on our behalf.

2. **WHAT PERSONAL INFORMATION DO WE COLLECT?**

- a) **VIRTUAL CONSULTANTS:** Personal information means information about an identifiable individual. This includes an individual's name, address, phone number, email address etc. In order to maintain a current profile, we must access information required of typical full time or part time jobs including your work experience, core competencies to the extent of a typical résumé, and a description of the type of work for which you are looking.

We also store and access the following information pertaining to you, as a Consultant: - Our discussion and interview notes - Information obtained from references provided by you and with your express permission granted for us to collect information from any Reference letters, business name or Social Insurance Number (as applicable), banking details, tax deductions and vacation allowances.

- b) **EMPLOYERS (CLIENTS)** Personal information means information about an identifiable individual representing a commercial or private organization to utilize BRASC professional services. This includes a contact's name, address, phone number, and email address etc. In order to maintain a current profile, we must access information required of a typical contract job posting, such as your company contact details, business description, job description, and a description of the type of candidate for which they are looking for. We also store and access the following information pertaining to you, as a Client: - Any interview notes - Upon successfully filling a contract or job information required by our Accounting department to provide invoices.

3. **WHY DO WE COLLECT PERSONAL INFORMATION?**

We use your information to:

- i. Understand Virtual Consultant's core competencies, qualifications, needs and preferences to find the best match with available projects & contract opportunities.
- ii. Fulfill our clients' projects & contract opportunities with suitable virtual consultants
- iii. Assess and develop our business and operations to better service our candidates and our clients.
- iv. Provide payroll and other administrative functions. BRASC never collects more personal information than is needed to fulfill these purposes, unless requested by the client and consented to by the candidate.

4. **WHEN AND TO WHOM DO WE DISCLOSE PERSONAL INFORMATION?**

Your personal information is never traded, sold or leased by us to any external companies. Your information is only disclosed for BRASC's legitimate and disclosed business purposes or as required to meet legal and regulatory requirements, for example to comply with a court order.

In the normal course of business, we disclose personal information of our Virtual Consultants to our Employers (Clients) if and only when we feel there is a potential for a suitable match. Such information includes, but is not limited to, core competencies and résumé summaries. We may share information with our affiliates, partners, or other companies (collectively "representatives") that we use to provide full professional services. However, we only disclose limited information as required for the function that will be performed by the representative on our behalf.

We also ensure that every contract we enter into with a representative clearly outlines the representative's obligation to protect your personal information and live up to the principles of privacy. Such release of your personal information shall not compromise any Federal or Provincial Legislation.

5. DO WE KEEP YOUR PERSONAL INFORMATION SECURE?

BRASC has internal staff procedures and policies in place to ensure that all personal information, in both paper and electronic format, are secure. For example, we require the following:

- Access to all electronic and paper files with personal information is limited on a need-to-know basis depending on job function.
- BRASC Systems' password criteria's and expiry make unauthorized access more difficult.
- Staff training on the importance of privacy and security is undertaken regularly.

To secure the transfer of such personal information, BRASC has obtained & implemented a Secure Socket Layer (SSL) Server Certificate. Thus, personal information entered through our site is collected within a secure page, such that it is encrypted while being transferred to a password protected BRASC server equipped with a secure firewall. If you provide personal information to us via unencrypted e-mail you should be aware of the inherent risks of interception over which we have no control.

We retain your information as long as you are using our placement services, or longer if required by law.

6. QUESTIONS OR CONCERNS?

BRASC takes the security of all your personal information and privacy seriously. If you have any concerns about this policy, or feel that BRASC is not abiding by it, please write to info@brasc.com , Attn: Privacy Policy.

7. DO WE HAVE YOUR CONSENT?

Having read this, our Privacy Policy, and by using our website content & related services and providing us with your personal information, we imply your consent to the collection, use and disclosure of your personal information as specified herein. Wherever possible and when necessary, we obtain your express consent for particular uses and disclosures. We imply your consent if we feel we are using your personal information for purposes that are obvious to you.

BRASC Corporation
<http://www.brasc.com>
email: info@brasc.com