

**Consent Form for the Collection,  
Use, and Retention of Personal Information  
(Job Candidate)**

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**STEKAR**

668 5e Avenue  
Beauceville QC  
G5X 1L6

**1. BACKGROUND**

**STEKAR** intends to use your personal information to create your job candidate file as of (automated date). This information will be used to fulfill the company's obligations towards you in connection with your application. To do so, **STEKAR** must obtain your consent to collect personal information about you.

**2. PERSONAL INFORMATION COLLECTED**

When it comes to the protection of personal information, necessity is a key criterion: a company must only collect the information required for the intended purpose. An individual's consent does not allow a company to collect unnecessary information. STEKAR needs certain personally identifiable information to process your application. By submitting your application or sending your résumé, on paper or electronically, you are giving your consent. Be sure to read all the information on this form.

**3. INTENDED PURPOSE**

Personal information is necessary for STEKAR to fulfill its obligations towards you in connection with the application and hiring process.

**4. PRIVACY AND SECURITY MEASURES**

According to the Act,<sup>1</sup> the following is considered personal information:

- Last name
- First name
- Home address
- Home phone number
- Cell phone number
- Personal email address
- Date of birth
- Debit card number/personal identification number (PIN)/cardholder's name
- Driver's licence number
- Health insurance number
- Social insurance number
- Passport number
- Salary
- Title/role
- Biometric data
- Information on employees, customers, or beneficiaries
- Medical information
- Genetic information
- School/academic information
- Banking information/account number/institution/investments/mortgage
- Credit card number/personal identification number (PIN)/cardholder's name/three-digit security code

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<sup>1</sup> Act respecting the protection of personal information in the private sector

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**STEKAR** commits to using security measures to ensure the information in its possession remains confidential.

**5. COMMUNICATION**

**STEKAR** will not share your personal information with any third party, except to the extent necessary for a third party to provide services or to obtain referrals, to which you must provide prior consent. In such cases, **STEKAR** will enter into a contract or sign a confidentiality agreement with the third party to ensure that appropriate security measures are put in place and maintained. The third party may have access to your personal or personally identifiable information, but only to the extent justified to execute a mandate or contract.

**6. INFORMATION RETENTION**

Your personal information will be kept until the end of the hiring process. At that time, **STEKAR** will promptly and securely destroy your personal information, including information that may have been accessed by third parties in the course of providing you services.

**7. RIGHT OF ACCESS AND RECTIFICATION**

Requests to access or modify your personal information may be sent to the address below.

Privacy Officer:

Nadine Lavoie

Email: [nadine.lavoie@stekar.com](mailto:nadine.lavoie@stekar.com)

Phone number: 418-774-2424, ext. 21

**STEKAR** must respond to all information, access, or rectification requests within thirty (30) days of receipt.

**8. CONSENT**

I, \_\_\_\_\_, confirm that I have read this form and its appendix and understand the information on the collection, use, and retention of my personal information by **STEKAR**. I understand that my personal information will only be used by **STEKAR** to fulfill its obligations towards me in connection with a job application. I consent to the collection, use, and retention of my personal information as described herein.