

North Bay Parry Sound District Health Unit Privacy Statement for Job Applicants

Your privacy is important to the North Bay Parry Sound District Health Unit (NBPSDHU). We want you to know that the personally identifiable information the NBPSDHU collects from you will be treated with care as per NBPSDHU's privacy policy, Ontario Human Rights Code, and the Municipal Freedom of Information and Protection of Privacy Act.

Identifiable Information Collection and Use

The NBPSDHU's hiring process consists of multiple steps designed to evaluate your skills and qualifications for a particular position. When you choose to participate in the NBPSDHU hiring process you will be asked to provide identifiable information about yourself. This information will be used to match your skills and interests to specific job requirements. Your personally identifiable information will be used to contact you throughout the hiring process.

The following are examples of personally identifiable information collected and used during the initial stages of our hiring process:

- Name
- Address
- Education (including copy of proof of education)
- Employment history/job data
- Additional information provided by the Applicant (e.g., a cover letter)
- References

We limit access to your resume/application to legitimate users such as human resource personnel, hiring managers, and designated administration personnel.

We require additional personal information following an offer of employment.

Protection of Personal Information

The NBPSDHU is committed to ensuring that your personally identifiable information is not lost, stolen, or used by anyone that should not have access to it. We will also ensure that it is kept private and stored, and/or disposed of, in a secure manner.

For More Information and How to Contact Us

For more information about our privacy policy and hiring practices, please contact Human Resources (705) 474-1400 or toll free within Ontario only at (800) 563-2808.

External References:

- [Municipal Freedom of Information and Protection of Privacy Act. R.S.R. 1990. c. M56.](#)
- [Ontario Human Rights Code. R.S.O. 1990, c. H.19](#)