

## MD Physician Services Inc. Careers Online Privacy Statement

(January 4, 2010)

In order to access and use the recruitment tool made available on the MD Physician Services Inc. (MDPSI) careers portal, you are required to enter personal information about yourself.

Please read this Privacy Statement carefully so that you will understand how your personal information will be treated as you make use of the careers portal. By using the careers portal, you agree to the terms of this Privacy Statement.

We may update this Privacy Statement without notice. If you don't agree with our new practices, you should not use the careers portal. Our current policy, identified by its effective date, is posted in a footer of the webpage, and you should check it regularly.

### **What information we collect**

When you first access the MDPSI careers portal we note what language you prefer and ask you to register with an email address and password. You will also be asked several questions related to you, your work history and job expectations. Required fields are identified with an asterix.

During your session<sup>1</sup> we will record what jobs you apply for, the email address you used to log in.

We also use session cookie technology to allow us to recognize repeat users and facilitate ongoing access to and use of the site. Generally, cookies work by assigning a unique number to the user that has no meaning outside the assigning site. Cookies do not pose a threat to your files. Most internet browsers allow you to erase cookies from your hard drive, block all cookies or receive a warning before a cookie is used. Please refer to your browser instructions or help screen to learn more about these functions

### **Using your personal information**

Your email address is used to communicate with you if you contact us for technical support and to confirm that you have successfully registered to use the features for which you have registered.

We will store and use your profile to process the job you apply for and to offer you the opportunity to apply for jobs we think might interest you.

### **Disclosing your personal information**

We will never share your personal information without your consent. We use [Talcure](#), a third party service provider, to collect and store our recruitment information. We

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<sup>1</sup> A session is the period of time you spend on the website between logging in and logging out.

may share your information with other third parties who are under contract to provide services to us in connection with the recruitment process or the management of our website.

In the event that we are served with a valid legal requirement such as a subpoena, search warrant or court order that requires us to disclose personal information to a third party, we will make reasonable efforts to notify you unless doing so would violate the legal requirement.

We may share your information with an affiliate<sup>2</sup> to process your application or to determine whether a different position may suit the profile you have created.

If all or part of our company is sold, merged or otherwise transferred to another entity, the personal information you have provided at this site may be transferred as part of that transaction.

We take steps to ensure that any personal information that is shared or transferred is not used or shared in a manner inconsistent with the privacy policy under which it was collected unless you provide your consent.

### **How we protect your information**

Data management and maintaining the security and privacy of data is a key process within the MDPSI environment and ensure a robust security wall is built around your personal information. The technologies we use offer numerous layers of protection around the information.

Each user of the MDPSI careers portal has a unique ID known only by him/her. This allows us to verify your identity you when you log into the site and ensure that you are securely connected to your own personal information. We assume that the personal email account you register as part of your profile is secure and confidential. When exiting the MDPSI careers portal (by browsing to another address for example) please ensure that you log out and close your browser.

Data is transmitted to us with a fully secure encrypted connection to our site using Thawte digital certificate technology. This ensures that no unauthorized parties can attempt to capture private data being sent from and to our server over the Internet. We support Secure Socket Layer (SSL) communication using anywhere from 40 bit encryption to 128 bit encryption (the strongest). We recommend using browsers that support full 128 bit encryption for the highest level of security available.

We also utilize state-of-the-art firewall technology to ensure the highest level of protection for your personal information.

In addition to securing our electronic systems we have procedures in place to maintain physical security at our premises. Backup alternative power supplies the servers for continuous electrical power to all equipment in the event of power

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<sup>2</sup> As of the date of publication, MD Physician Services Inc.'s affiliates are, MD Management Limited, MD Private Trust Company, MD Private Investment Management US Inc., MD Life Insurance Company, MD Insurance Agency Limited and Practice Solutions Software Inc.

interruption. We also provide training to all our employees for compliance with our privacy practices. We limit access to your personal information to only those employees having a reasonable need to access this information to provide the service to you. Employees who misuse information are subject to disciplinary action, including termination.

Although we will make every reasonable effort to protect your personal information from loss, misuse or alteration by third parties, you should be aware that there is always some risk involved in transmitting information over the Internet. To protect yourself we recommend that you use the latest version of a browser that complies with security requirements (i.e. SSL protocol with 128-bit encryption), and keep your username and password secure.

### **Accessing and Changing Information**

You should be able to change and update any information on your profile. If you are having trouble with your profile, please contact <mailto:support@talcura.com>.

### **Returning and deleting information**

We will securely remove your profile from our systems 3 years from the date of last log-in or when you request it.

We keep applications for 1 year from the date of the position being filled.

An instance of your resume is appended to a job when you successfully submit your interest for that job and your profile will be noted with log information of the job for which you have applied.

### **Contact Us**

If you have any questions about this privacy statement or its implementation you may contact us at [Privacy-MD@cma.ca](mailto:Privacy-MD@cma.ca). For information on privacy in general, you can also contact the federal privacy commissioner or the privacy commissioner in your province or territory.