

1. INFORMATION WE COLLECT

We collect personal information in the following circumstances:

A. Payment & Transactions

When you purchase services, digital HR products, or pay for a membership, we collect:

- ✓ **Full Name**
- ✓ **Email Address**
- ✓ **Billing Address**
- ✓ **Payment Details** (processed securely via **Wix Payments, PayPal, or Stripe**)

B. Membership & Portal Access

If you sign up for a **membership or member portal access**, we collect:

- ✓ **Full Name**
- ✓ **Email Address**
- ✓ **Username & Password** (encrypted)
- ✓ **Company Name & Industry** (if applicable)

This information is used to **manage your account and provide access** to member-exclusive services.

C. EmployBridge Talent Directory & Job Board

For individuals **seeking job opportunities through the EmployBridge program**, we collect:

- ✓ **Career Profile Information** (e.g., job interests, experience, qualifications)
- ✓ **Resume & Cover Letter** (if submitted)
- ✓ **Public Contact Information** (if applicable)

Important:

- This information may be **posted in the Talent Directory or shared with employers** as per our service agreement.
- **Personal details such as full names, addresses, and contact information will not be publicly visible unless you provide consent.**

D. Public Job Board Listings

For **employers using our job board services**, we collect:

- ✓ **Company Name & Contact Person**
- ✓ **Job Posting Details**
- ✓ **Business Contact Information**

2. HOW WE USE YOUR INFORMATION

We use personal information for the following purposes:

- ✓ To process transactions & payments securely
- ✓ To grant access to membership & portal features
- ✓ To manage the EmployBridge Talent Directory & Job Board
- ✓ To communicate service updates, account notifications, and important changes
- ✓ To comply with legal or regulatory requirements

We do not sell or share personal data for marketing purposes without consent.

3. HOW WE SHARE YOUR INFORMATION

We may share information **only** in the following cases:

- ✓ **With Employers (EmployBridge Program & Job Board):** Job seekers' career profiles may be shared with prospective employers **with their consent**.
 - ✓ **With Payment Processors:** Payment details are securely processed by **third-party providers (Wix Payments, PayPal, Stripe)**. We **do not store credit card details** unless you are member.
 - ✓ **Legal Compliance:** We may disclose information if required by **Canadian law, court order, or government request**.
 - ✓ **Service Providers:** We use trusted third parties for **website hosting, email delivery, and cybersecurity**. These providers are obligated to protect your data.
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4. DATA STORAGE & SECURITY

We implement security measures to **protect your information**, including:

- ✓ **Encrypted storage of personal data**
- ✓ **Secure payment gateways (Wix Payments, PayPal, Stripe)**
- ✓ **Access control measures to restrict unauthorized access**

We retain data **only as long as necessary** for business, legal, or regulatory purposes. Once no longer needed, data is securely deleted.

5. THIRD-PARTY SERVICE PROVIDERS (WIX & OTHERS)

Our Site is **hosted on Wix**, which provides security and data storage services. **Wix may collect and process certain visitor data automatically**, including:

- ✓ **IP Address, Browser Type, and Device Information** (for security and analytics)
- ✓ **Cookies & Tracking Technologies** (for website performance and personalization)
- ✓ **Payment Processing Information** (handled by **Wix Payments, PayPal, or Stripe** – full credit card details are not stored by Wix)

Wix is compliant with GDPR (EU), CCPA (US), and PIPEDA (Canada). More details can be found in Wix's Privacy Policy.

6. TESTIMONIALS & PUBLICLY SHARED DATA

- If you provide a **testimonial, review, or feedback**, we may display your **name and job title ONLY IF you provide explicit written consent**.
 - You may **request removal** of your testimonial at any time by contacting us at **redrock@redrockhr.ca**.
 - We **do not** post personal details such as email addresses, phone numbers, or sensitive information in testimonials.
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7. YOUR PRIVACY RIGHTS (CANADA - PIPEDA COMPLIANCE)

Under **Canada's Personal Information Protection and Electronic Documents Act (PIPEDA)**, you have the following rights:

- ✓ **Right to Access:** Request a copy of the personal data we hold.
- ✓ **Right to Correction:** Update or correct inaccurate data.
- ✓ **Right to Withdraw Consent:** Opt-out of marketing emails or data sharing.
- ✓ **Right to Deletion:** Request deletion of your personal information where applicable.
- ✓ **Right to File a Complaint:** Report privacy concerns to **Red Rock HR Ltd.** or the **Office of the Privacy Commissioner of Canada**.

To exercise these rights, email us at **redrock@redrockhr.ca**.

8. COOKIES & TRACKING TECHNOLOGIES

We use **cookies** and similar tracking technologies to enhance your experience.

- ✓ **Essential Cookies:** Required for site functionality.
- ✓ **Analytics Cookies:** Track site performance and visitor trends (e.g., Google Analytics).
- ✓ **Marketing Cookies:** Used for personalized content and advertising (if applicable).

You can **disable cookies** through your browser settings, but this may impact site functionality.

9. THIRD-PARTY LINKS & SERVICES

Our Site may contain **links to third-party websites or services**.

- We are **not responsible** for external privacy policies.

- Clicking on third-party links is **at your own risk**.
 - Please review the **Privacy Policies of third-party sites** before sharing your data.
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10. CHANGES TO THIS PRIVACY POLICY

We may update this Privacy Policy **from time to time** to reflect business operations or legal changes.

- Updates will be **posted on this page** with a new "Last Updated" date.
- If significant changes occur, we will **notify users via email or a website notice**.

It is your responsibility to review this Policy **regularly**.

11. CONTACT US

If you have any questions or concerns about this Privacy Policy, please contact us:

 **Phone:** (403) 502-1228

 **Email:** redrock@redrockhr.ca

 **Mailing Address:** P.O. Box 663, Medicine Hat PO Main, AB T1A-7G6

12. ACKNOWLEDGEMENT & CONSENT

By using our Site, purchasing services, or submitting information for **EmployBridge or job board listings**, you **acknowledge and agree** to this Privacy Policy.