



here to support dental workers and employers every step of the way

## **Privacy Policy**

This is the Privacy Policy of the Teledent Dental Recruitment website (the “site”). It describes the information that we collect from you as part of the normal operation of our site, and how we use and disclose this information.

By accepting either our Worker or Employer Policies & Procedures during registration or by visiting and using the site, you expressly consent to our collection, use and disclosure of your personal information in accordance with this Privacy Policy.

In this Privacy Policy, we use the following terms to describe different types of visitors to our site. We have two types of customers: employers and workers.

### **How We Use Your Information**

We use personal information in the file we maintain about you, and other information we obtain from your current and past activities on the site, to provide to you the services offered by the site; resolve service and billing disputes; troubleshoot problems; bill any amounts due from you; detect and protect us against error, fraud and other criminal activity; provide you with system or administrative messages, and as otherwise described to you at the time of registration. On occasion we use email address or other contact information to contact our users in relation to services that they have signed up for.

We do not share worker resumes with employers unless a worker has given us consent to do so through the application process.

## **What Information Do We Collect?**

Our primary purpose in collecting personal information from you is to provide you with a safe, smooth, efficient, and customized experience. This allows us to provide services and features that most likely meet your needs, and to customize our service to make your experience safer and easier. We only collect personal information about you that we consider necessary for achieving this purpose. Once you become a user, we require you to provide various contact and identity information, billing information, and other personal information as indicated on the relevant forms on the site (which vary, depending on what kind of user you are), and you are no longer anonymous to us.

Where possible, on these forms we indicate which fields are required and which fields are optional.

In addition, as you use the site, you can from time to time enter or send to us personal information. For example, if you are a worker, you can upload your resume, and if you are an employer you can enter your contact information. As you use the site you can also from time to time enter personal information about third parties. For example, if you are an employer, you can enter personal information about your staff.

You always have the option to not provide information by choosing not to become a user or by not using the particular feature of the site for which the information is being collected.

If you are an employer, we collect your credit card information for billing purposes.

## **Our Disclosure of Your Information**

We do not sell your personal information to third parties and none of your information is shared with a third party without your expressed consent. For workers this means that we would only share your resume and contact information if you directly applied to a job.

We share billing information provided to us by employers with our billing processors "Wave" (Wave Financial Inc.). This information is stored securely on their servers and is not copied or duplicated outside of these systems or shared with any third party not responsible for processing payments.

## **Security**

Teledent Dental Recruitment strives to protect your personal information. For security of transactions, we use Wave. Wave uses the Secure Sockets Layer (SSL) protocol, which encrypts any information, such as credit card number and billing information. Once Wave receives our transmission, they make commercially reasonable efforts to ensure its security on their system. Unfortunately, no data transmission over the internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot warrant the security of any information you transmit to us.

## **Correcting and Updating Your Personal Information**

To review, delete and update your personal information to ensure it is accurate, you may login into your account to make changes.

## **Account Deletion**

You may contact us at any time to ask that we remove all of your account information from our system database.

## **Data Retention**

We will retain your information for as long as your account is active or as needed to provide you services.

## **Notification of Privacy Statement Changes**

We may update this privacy statement to reflect changes to our information practices. If we make any material changes we will notify you by email (sent to the email address specified in your account) or by means of a notice on this site prior to the change becoming effective. We encourage you to periodically review this document for the latest information on our privacy practices.

## **Questions?**

It is our goal to make our privacy practices easy to understand. If you have questions, concerns or if you would like more detailed information, please reach out to us at [contact@teledent.ca](mailto:contact@teledent.ca).