



PRIVACY POLICY

Higgins International Inc. values its network of professional relationships and is committed to earning and maintaining your trust. Higgins International Inc. ensures that your personal and/or organizational privacy is thoroughly respected through all aspects of business operations and services.

When you have a relationship with Higgins International, Inc. as a client, candidate, or professional contact we may collect personal details. Such information will be used in accordance to our Privacy Policy and the guidelines below:

- We will never sell, share, lease, or rent your information to other companies or person(s);
- We will only use your information for the purposes of executive search and in accordance to Canadian legislative requirements;
- We will disclose your personal information only with your consent or as permitted by law; and,
- We will store and maintain your personal information in our database in consideration of present or future opportunities unless you request us not to do so.

We may share a candidate's personal information with third party contractors who provide services such as background and reference checks, behavioral profiling, and/or travel arrangements. The information we submit to contractors is limited and only relevant to the function which is being performed on our behalf. We only work with contractors who abide by strict privacy policies and who agree to protect the privacy and personal information of our clients and candidates. We seek express consent before submitting your personal information to contractors or before contacting references.

If you have any questions or inquiries regarding this policy or accessing your personal/organizational information, please contact:

Brenda LaRose
Managing Partner
Higgins International, Inc.
Tel. (204) 257-9929
bhiggins@higginsinc.com