

## Privacy Notice – Job Applicants

This privacy notice explains how we collect, use, disclose, retain, and protect personal information when you apply for a position with FinDev Canada.

### Authority to collect and purpose

We collect your personal information under the authority of sections 20 and 10(1.1)(k) of the *Export Development Act* for the purpose of administering recruitment and staffing activities. If you are not selected, we may use personal information from your application or referral to consider you for, and contact you about, future employment opportunities. Aggregate, de-identified data may be compiled and shared internally for reporting, program evaluation and development purposes.

The activities associated with our recruitment and staffing program are described in the Standard PIBs [Application for Employment PSU911](#) and [Staffing PSE902](#).

If you are applying for a position with our Singapore branch, the legal basis for processing your personal information is our legitimate interest in assessing your suitability for the position you are applying for and for future roles that may become available.

### Expand this section for more details on information collection and use

#### What personal information we collect

- Contact information (for example: email address, phone number, city and country of residence).
- Education and career history, including skills and qualifications and any cover letter, if provided.
- Responses to mandatory questions (for example, language proficiency, eligibility to work in Canada) that relate to the minimum requirements for the position.
- Interview-related information (for example: interview notes created during the selection process or your video interview, in case your interview was performed through the video interview feature).
- Work sample or assessment information if requested (for example: a case study submission and related evaluator notes).
- Reference information (for example: reference contact details you provide, and information collected during reference checks), where applicable.
- Security screening information (for example: full name, date of birth, citizenship, past residence information), where required for the position.
- Offer and onboarding information for the successful candidate (for example: signed offer letter and required forms such as Social Insurance Number, banking information for payroll, and tax forms).

#### Why we collect and how we use your personal information

- To receive and manage your job application and communicate with you about the recruitment process.
- To determine whether you are eligible to work in Canada and can meet applicable security requirements.
- To assess your qualifications against the job requirements (including screening/shortlisting, interviews, and any work sample or case study). Information marked as optional (e.g. cover letter, salary expectations, etc.) will be used to provide additional context about your experience and expectations.
- To coordinate interviews and assessments.
- To make selection and hiring decisions, document assessment outcomes, and support decision-making.
- To conduct reference checks and security screening.
- To prepare, issue, and administer verbal and written offers, and to record offer acceptance/decline information (including reasons you choose to provide).
- If you accept an offer, to initiate onboarding and set up your employee profile and payroll.

To continually evaluate and improve our recruitment processes, we may also perform data analytics, including analysis of our de-identified applicant pool, to better understand who is applying for positions at EDC and how to attract and retain top talent.

## **What happens if you do not provide the information**

To process your application, we require certain essential personal information from you. This includes your contact details, resume, and answers to screening questions relating to the minimum requirements for the position. These details are labelled as “mandatory” and, without them, we will not be able to consider your application or progress you further in the staffing process. Information that is marked as “optional” will help us get a better understanding of your experience and expectations.

## **How we share your personal information**

We share your personal information on a need-to-know basis with individuals and organizations that require it to support recruitment and staffing activities, or as otherwise permitted or required by law.

### **Expand this section for more details on data sharing.**

This may include:

This may include sharing your personal information with various individuals and organizations involved in the recruitment and staffing process, as described above.

- Talent Acquisition staff involved in recruitment administration.
- Hiring managers and interview panel members involved in assessing candidates.
- Human Resources and onboarding stakeholders, if you are selected.
- Corporate security services or screening partners responsible for security clearance processes, where required.
- Service providers that support recruitment and communications (for example, the recruitment platform used to receive and manage applications, and email/collaboration tools), who may process personal information on our behalf under contractual safeguards.
- Your references, where you have provided their details and a reference check is conducted.

## **Your rights**

You have the right to request access to your personal information and to request corrections.

You may withdraw your application by selecting the self-service withdrawal link found in the email you received after applying. If you withdraw while the job posting is still active, your application or referral, and any associated personal information, will be permanently deleted.

If the job posting is closed, or if you were referred, you can still request to withdraw your application or delete your information by contacting [TATeam@edc.ca](mailto:TATeam@edc.ca). Please be aware that EDC may be legally required to retain records related to your application in certain circumstances. If this is the case, we will inform you and proceed with your deletion request once all legal retention requirements have expired.

## **Questions or concerns**

If you have questions about this notice or how your personal information is handled during recruitment, you can contact the Privacy & Information Risk team at [P&IR@edc.ca](mailto:P&IR@edc.ca) for support. If you are not satisfied with the response provided, you also have the right to file a [formal complaint](#) with the Office of the Privacy Commissioner of Canada (OPC).