



# Candidate Privacy Statement

Gore Mutual Insurance Company  
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[goremutual.ca](http://goremutual.ca)

**GORE  
MUTUAL**  
INSURANCE THAT DOES GOOD.

## **Candidate Privacy Statement**

Gore Mutual Insurance Company (collectively “we”, “us”, “our” and “Gore Mutual”) is a property and casualty insurer with employees in Ontario, Alberta, and British Columbia. This Candidate Privacy Statement covers all Gore Mutual prospective applicants and is aligned with Gore Mutual’s Employee Privacy Policy (collectively the “Policy”).

When we refer to “personal information” in this Policy, we mean information about an identifiable individual who is an employee of, or applicant for employment with, Gore Mutual. “Personal information” does not include the business contact information of our employees such as their business telephone numbers or work or email addresses, nor does it include the names and business titles of our employees.

## **Collection and Use of Personal Information**

We only collect personal information that is reasonably necessary to assess an individual’s application and suitability for employment with us. This personal information may include copies of government issued photo identification and copies of educational diplomas and certificates. We may also collect such personal information largely from the applicant; however, as is usual in assessing an individual’s application for employment, we may also consult independent sources, when authorized by the applicant to do so.

## **Sharing of Personal Information**

We may retain service providers to perform certain administrative services in support of our business on our behalf, some of whom may be located outside of Canada. Such functions may include recruitment, payroll, benefits, and performance management administration. We may provide those service providers with personal information to the extent they require such information to perform those services. Such service providers may be within or outside of Canada and are therefore subject to the laws of those jurisdictions, and the law enforcement authorities in such jurisdictions, under applicable laws in that jurisdiction, may access such information. We require that our service providers protect the security of any personal information we provide to them and comply with the principles set out in this Policy. Individuals or organizations may ask for information about our existing or former employees. We do not disclose personal information about our employees or former employees unless specifically directed to do so by the employee or former employee, or if we are compelled to do so by law or a court order. However, in a competitive bid process, we may be asked to provide information about our individual employees and their credentials and work history, and we will disclose this information in those circumstances.

If you have any questions about the collection, use, disclosure, or retention of your personal information, please contact the Privacy Office at: [privacy@goremutual.ca](mailto:privacy@goremutual.ca).