

Arrow Recruitment Privacy & Confidentiality Information

As part of our recruitment and hiring activities, Arrow Machine & Fabrication Group may collect, use, store, and process personal information provided by applicants and prospective employees.

Protecting the privacy and confidentiality of applicant information is important to us. Applicant information is collected and used only for legitimate recruitment, hiring, onboarding, and legal compliance purposes.

I. Who Is Responsible for Processing Your Personal Data?

Arrow Machine and Fabrication Group determines what Personal Data is collected and how it is used during the recruitment process. In some jurisdictions, this entity is referred to as the “Controller.”

Arrow Machine and Fabrication Group

151 Arrow Road
Guelph, ON N1K 1S8, Canada

For questions or requests regarding your Personal Data, please contact Arrow Machine and Fabrication Group through its designated privacy contact.

Your Personal Data may be processed using shared systems, infrastructure, or third-party services as necessary for recruitment, in accordance with applicable privacy laws and regulations.

II. Information We May Collect

Depending on the recruitment process, we may collect:

- **Contact Information** – such as email address, telephone number, mailing or home address, and other contact details.
- **Identification Information** – such as name, date of birth, identification numbers, work permits, and other information required to verify identity or work authorization.

- **Demographic Information** – such as age, gender, marital status, and education level, where permitted or required by applicable law.
- **Resume and Application Information** – including resumes, cover letters, employment history, candidate photographs or other information included in application materials.
- **Education, Certifications, and Qualifications** – including degrees, certifications, licenses, professional qualifications, skills, and training.
- **Screening Information** – including information provided in response to screening questions and information voluntarily provided during the application process.
- **Interview and Assessment Information** – including interview notes, interview details and outcomes, technical exercises, assessments, and other evaluation results.
- **References and Employment Verification Information** – including information obtained from references and verification of previous employment, education, qualifications, or other credentials.
- **Background Screening Information** – where legally permitted, including information obtained through professional or social media screening, criminal record checks, reference checks, and other lawful background screening activities.
- **Work Authorization Information** – including documentation and information relating to work eligibility, work permits, visas, or other authorization to work.
- **Compensation and Work Preferences** – including salary or compensation expectations, desired position, willingness to relocate, availability, and other employment preferences.
- **Pre-Offer Information** – information required or collected as part of the pre-offer process, where applicable and permitted by local law.
- **Travel-Related Information** – where applicable, including travel itineraries, transportation records, hotel reservations, travel expenses, work visas, and visa applications related to recruitment or employment.
- **Health and Accommodation Information** – information regarding special needs, accessibility requirements, or health conditions where voluntarily provided or where necessary to support an accommodation or otherwise permitted by applicable law.
- **Cookie and Online Activity Information** – information collected through cookies and similar technologies when you interact with our careers website or recruitment platforms. For more information, please refer to the applicable section of this Privacy Notice.
- **Other Information Provided by You** – any other information you voluntarily provide to us during the application, recruitment, interview, assessment, or hiring process, or information that we are otherwise permitted or required to collect under applicable law.

III. How Information Is Collected

Information is generally collected directly from applicants through applications, resumes, interviews, assessments, recruitment communications, and through our UKG recruitment system and related processes.

Where permitted by law, information may also be obtained from references, recruitment agencies, background screening providers, or publicly available professional sources.

IV. How Information Is Used

Applicant information may be used to:

- Review qualifications and assess suitability for the position.
- Administer applications and recruitment activities through UKG and related systems.
- Schedule and conduct interviews, assessments, and recruitment communications.
- Arrange recruitment-related travel, accommodations, visas, expenses, and reimbursements, where applicable.
- Verify employment history, education, qualifications, and references.
- Conduct legally permitted background checks and screening.
- Support onboarding and hiring administration.
- Notify candidates about other relevant job opportunities, where permitted.
- Maintain recruitment records and improve hiring processes through analysis and reporting.
- Comply with legal, regulatory, work eligibility, and law enforcement requirements.
- Establish, exercise, or defend legal claims and rights.

Please note that this list is not exhaustive, and the purposes for processing Personal Data may differ depending on the specific circumstances and applicable laws and regulations.

V. Legal Basis for Processing Personal Data

Arrow Machine and Fabrication Group processes your Personal Data on the following legal bases, as applicable:

- **Employment-** To take steps necessary to establish an employment relationship with you.
- **Legal Obligations-** To comply with applicable laws and regulatory requirements.
- **Consent-** Where you have provided consent, which may be withdrawn at any time, subject to applicable laws.
- **Legitimate Interests-** To manage and improve recruitment activities and to establish, exercise, or defend legal claims, provided these interests do not override your rights and freedoms under applicable privacy laws.

VI. Where and How Is Your Personal Data Processed?

Your Personal Data may be shared with authorized service providers or affiliated companies, including those located outside Canada, where applicable. Arrow Machine and Fabrication



Group takes appropriate measures to protect your information in accordance with applicable privacy laws.

Your information may also be considered for other suitable positions within Arrow Machine and Fabrication Group and shared with the relevant hiring team where appropriate.

VII. Confidentiality & Information Protection

Arrow Machine & Fabrication Group implements reasonable administrative, technical, and physical safeguards to protect your Personal Data against unauthorized access, misuse, disclosure, loss, alteration, or destruction.

Access to applicant information is restricted to authorized personnel involved in recruitment and hiring activities, including Human Resources, hiring managers, and approved service providers. All recruitment-related discussions, interview evaluations, and candidate records must be handled confidentially and securely.

VIII. Third-Party Service Providers

To support recruitment operations, Arrow Machine & Fabrication Group may work with trusted third-party providers such as recruitment agencies, applicant tracking systems, assessment providers, and background screening services.

Arrow Machine & Fabrication Group maintains Data Privacy Agreements with third-party service providers to ensure your Personal Data is handled securely and in accordance with applicable privacy laws. These agreements require providers to implement appropriate safeguards and use your Personal Data only for the agreed-upon services.

These providers are expected to maintain appropriate confidentiality and security protections and may only use applicant information for authorized recruitment purposes.

IX. Retention of Information

Applicant information is retained only for as long as necessary to support recruitment activities, comply with legal obligations, and maintain appropriate business records. Information that is no longer required is securely deleted, destroyed, or anonymized where appropriate.

X. Applicant Rights

Subject to applicable privacy laws, you may request access to, correction, deletion, restriction, or portability of your Personal Data.

For privacy-related inquiries or to request deletion of your candidate profile, contact **talent@arrowmfggroup.com**.

XI. Right to Object to the Processing of Personal Data

Subject to applicable privacy laws, you may object to the processing of your Personal Data based on your circumstances. Arrow Machine & Fabrication Group will review your objection and cease processing where required by law, unless there are legitimate legal grounds to continue or the processing is necessary to establish, exercise, or defend legal claims.

To submit an objection, contact us at talent@arrowmfggroup.com or write to:

Arrow Machine & Fabrication Group

151 Arrow Road
Guelph, ON N1K 1S8, Canada

XII. Right to Withdraw Consent

Where Arrow Machine & Fabrication Group processes your Personal Data based on your consent, you may withdraw your consent at any time, effective going forward, subject to applicable laws.

XIII. Cookies

Cookies are small text files stored on your device to help websites function properly, maintain security, and remember your preferences.

Arrow Machine & Fabrication Group's career website may use strictly necessary cookies for essential functions, such as session management and security, and optional cookies to support additional features or third-party integrations.

You may manage optional cookies through the website's cookie settings, where available, or your browser settings. Disabling certain cookies may affect website functionality. Strictly necessary cookies cannot be disabled through the cookie banner because they are required for the website to operate.

XIV. Contact Information

Questions regarding recruitment privacy or confidentiality practices may be directed through:

talent@arrowmfggroup.com