

## **California Applicant Privacy Notice**

### **Scope and Overview**

This Applicant Privacy Notice describes how and when ITS, Inc. ("ITS") collects, uses, shares, and updates personal information from individuals who wish to be considered for employment.

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

For purposes of this Applicant Privacy Notice, personal information means any information that identifies or can be used to identify an individual. Personal information excludes anonymous or de-identified data that are not associated with a particular individual. To carry out our recruitment activities, we collect, store, and process personal information, including the following categories of personal information:

- Identifiers such as name and contact information, date of birth, including home address, phone number, visual images and recordings, and email address;
- Your resume, CV, or profile that includes your employment history, references, previous and relevant work experience or other experience, and education history;
- Criminal background;
- Credit check;
- Motor vehicle record;
- Job openings you wish to be considered for; and
- Cover letter, if you choose to submit one.

We will collect the majority of the personal information that we process directly from you. In limited circumstances third parties may provide your personal information to us, such as former employers and other third parties that assist us with recruitment activities.

We use this information to assess and compare your skills, qualifications, and experience against other candidates and consider your candidacy for employment with ITS; communicate with you about the recruitment process, your application, recruitment events, and other potential career opportunities at ITS; inform our internal analysis and reporting on our hiring practices and make improvements to our application and recruitment process; for security and fraud detection purposes; and to comply with legal obligations.

As part of our recruitment process, we may also request verification information such as citizenship, work permit status, government-issued identification, and date and place of birth. We will use this information to verify your information and identity; conduct background checks; confirm your eligibility to work at a particular office location; confirm that there are no potential conflicts of interest issues in hiring you; and begin the on-boarding process if you are hired by ITS. In addition, where requested by you, we will use this information to assist you with obtaining an immigrant visa or work permit, if required.

You may also voluntarily self-identify certain additional personal information such as your gender, race or ethnic origin, disability, or veteran's status. Such information is voluntary and your decision to provide or withhold any such information will not negatively impact whether or how we will consider you for employment. We may use any such information for internal analysis and reporting on our hiring practices and to make improvements to our application and recruitment process.

**Data Sharing**

We share your personal information with our employees, contractors, designated agents, or third-party service providers who require such information to assist us with recruitment. Third-party service providers may include, but are not limited to, employment background check providers, recruiting partners, and other service providers that help us manage our recruitment activities. When we contract with these third parties, we do not permit them to use or disclose your information for any purpose other than the work they are doing on our behalf or as required by law.

We may also disclose your personal information to comply with legal obligations or valid legal processes, to protect the rights and property of the Company, or for emergency/safety reasons. If a business transfer or change in ownership occurs, we may disclose information, if necessary, to complete the transaction.

**Data Security**

We have implemented appropriate physical, technical, and administrative security measures designed to secure your personal information against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, we limit access to personal information to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

**Accessing and Correcting your Personal Information**

If you would like to access, correct, or modify the personal information you have shared with us, including your contact and application information, please contact [HumanResourcesGroup@SHAZAM.net](mailto:HumanResourcesGroup@SHAZAM.net) with your request.

**Deletion**

Generally, we will delete your personal information after an unsuccessful application. If your application for employment is successful, we will transfer some or all of the personal information we have collected about you to your Payroll and Human Resources files in addition to applicable benefit vendors.

**Changes to this Privacy Notice**

We reserve the right to update this Applicant Privacy Notice at any time, and we will post the latest version on our website at [SHAZAM.net/careers/](http://SHAZAM.net/careers/). If we make changes to this Applicant Privacy Notice during your recruitment process that, in our sole discretion, has a material impact on your rights with respect to how we process your personal information, we will notify you via email to the email address you provided to us. By continuing the recruitment process after those changes become effective, you agree to be bound by the revised Applicant Privacy Notice.

**Contact Us**

If you have any questions about our processing of your personal information, please contact: [HumanResourcesGroup@SHAZAM.net](mailto:HumanResourcesGroup@SHAZAM.net).

Effective Date: January 1, 2020