

Applicant Insight Human Resources/ non-HR PRIVACY SHIELD Policy

Applicant Insight handles background screening information collected from within the European Union member countries. Applicant Insight complies with (“GDPR”) General Data Protection Regulation and EU-US Privacy Shield Framework for collection, retention and processing of personal information from European Union member countries.

This policy applies to Applicant Insight’s commitment to adhere to [Privacy Shield](#) and explains what information will be collected by Applicant Insight and how the information will be used. The use of information collected through our Websites shall be limited to the purposes under this Privacy Policy and our Terms of Service to Applicant Insight clients. Applicant Insight is committed to protecting the privacy of our website visitors, clients and applicants.

Applicant Insight has certified to the Department of Commerce that it adheres to the Privacy Shield Principles for transfer of HR (Human Resources) and non-HR personal data. Applicant Insight is subject to investigatory and enforcement powers of the U.S. Federal Trade Commission.

To learn more about the Privacy Shield program, and to view our certification, please visit <https://www.privacyshield.gov/>

What information will Ai collect about you?

Applicant Insight may collect personal information about you during the background screening process for our clients. Some information is provided by you as PII (Personally Identifiable Information) for example, your name, address, telephone number etc. when completing an online application web form.

How will Ai use the information collected?

We use personal information for the following:

Provide the Ai client with information that you (the applicant) agreed upon to be reviewed for a background search.

To whom do we disclose information we collect?

Applicant Insight only disclose information to the direct client an applicant submitted a job application to.

Updating Your Information: If you would like to update information that you provided, please login at: <https://portal.ApplicantInsight.com> to update your profile.

Additional Rights for the EEA and Other Territories: If you reside in certain territories (such as the European Economic Area), you may have the right to exercise certain privacy rights available to you under applicable laws. We will process your request in accordance with the GDPR. We may need to retain certain information for record-keeping purposes and/or to complete transactions that you began prior to requesting any deletion. You can contact our Data Privacy and Protection office by sending an email to compliance@ApplicantInsight.com.

Right to correct:

You may have the right to request Applicant Insight correct any inaccurate or incomplete personal information. In compliance with the Privacy Shield Principles, Applicant Insight commits to resolve complaints about our collection or use of your personal information. EU individuals with inquiries or complaints regarding our Privacy Shield policy should first contact Applicant Insight at the following: <https://www.applicantinsight.com/Support>

Applicant Insight has further committed to cooperate with the panel established by the EU data protection authorities (DPAs) with regard to unresolved Privacy Shield complaints concerning human resources data transferred from the EU in the context of the employment relationship.

Recourse, Enforcement & Liability

In compliance with the EU-US Privacy Shield Principles, Applicant Insight commits to resolve complaints concerning its processing of applicant data in accordance with the Privacy Shield Principles.

Any applicant who has a complaint about Applicant Insight's processing of his/her personal information should first contact Applicant Insight directly by calling 800-771-7703.

You may have the option to select binding arbitration under the Privacy Shield Panel for the resolution of your complaint under certain circumstances. For further information, please see the Privacy Shield website. To learn more about the Privacy Shield Framework, please visit <https://www.privacyshield.gov>

Applicant Insight has further committed to refer unresolved privacy complaints under the EU-US Privacy Shield Principles to an independent recourse mechanism, For all non-HR dispute resolutions please go to: <https://www.jamsadr.com/eu-us-privacy-shield>

In addition to the above dispute resolution mechanisms, Applicants may invoke binding arbitration if their complaint is not resolved by the JAMS or by the Department of Commerce after referral from the relevant data protection authority EU-US.

Right of erasure:

You may have the right to erase personal information that we have on file if for example you no longer want to apply for a position with our client.

Third Party / Onward Transfers:

Applicant Insight discloses personal data only to third party vendors who need such data for background screening and not for other purposes. Such recipients must agree to abide to Ai confidentiality agreements. In the cases of onward transfer of data, Applicant Insight may have liability unless it proves it was not responsible for the event leading to the damage.

Applicant Insight may provide personal data to third parties that act as agents to perform tasks on behalf of Ai for criminal background checks. Such agents agree to use the data only for background screening and must comply with the Privacy Shield principles for transfer and processing of the personal data.

Right to object / restrict processing:

You may have the right to request that Applicant Insight stop processing your personal information.

If you would like to exercise any of the above rights, please go to our website <https://www.applicantinsight.com/Support> so that we may assist with your request. To protect your privacy and security, we need to verify your identity before complying with the request.

Applicant Insight has no direct relationship with our clients' customers or any third-party who may process personal information on behalf of a client. An individual who seeks access, or who seeks to correct, amend, delete inaccurate data or withdraw consent for further contact should direct his or her query to the company applied to. If our client requests Applicant Insight to remove the data, we will respond to its request within thirty (30) days. Ai will delete, amend or block access to any personal information that we

are storing only if a written request to do so is submitted from our client or the applicant unless we have a legal obligation to retain such personal information. We reserve the right to retain a copy of such data for archiving purposes, or to defend our rights in litigation if necessary.

International transfers of information:

Personal information, including information collected in the European Economic Area (“EEA”), may be transferred, stored, and processed by Applicant Insight and our service providers in the United States and potentially other regions (i.e. Puerto Rico / Canada) whose data protection laws may be different to the Privacy Shield requirements.

We will not transfer personal information originating in the EU to third parties unless the third parties have entered into an agreement in writing with Ai to provide at least the same level of privacy protection to your personal information as required by the Principles of the EU-US Privacy Shield Framework.

Changes to this Privacy Policy

Applicant Insight may update this Privacy Policy periodically in response to changing business developments. We encourage you to review this Privacy Policy frequently to be informed of how Applicant Insight is protecting your information.