



Job Applicant Privacy Notice (GDPR-Compliant)

As part of any recruitment process, Managed Solution collects and processes personal data relating to job applicants. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Managed Solution collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- volunteered information about your current level of remuneration;
- whether or not you have a disability for which the organization needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the United States.

Managed Solution may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents supplied after an offer is made, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers with your consent. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email), including some third party systems such as applicant tracking systems.

Why does Managed Solution process personal data?

Managed Solution processes individual candidate data for a number of reasons related to making appropriate offers of employment. Data may be used to determine your eligibility and suitability for active job vacancies; your eligibility for work in the United States; and to understand what, if any, accommodations are required in order for you to perform the essential functions of a job or to navigate the recruitment process.

In some cases, Managed Solution may need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the United States upon hire. Further, Managed Solution may be required to submit information about applicants in accordance with any discrimination claims or other legal matters in which such information is lawfully subpoenaed.



Managed Solution has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Managed Solution may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether applicants are disabled to make reasonable accommodations when doing so would allow them to successfully perform the essential functions of a job. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Managed Solution may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time. Managed Solution will also retain candidate records in accordance with US federal recordkeeping requirements.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not regularly share your data with third parties; although Managed Solution at times leverages HR consultants to advise in the recruitment process. If your application for employment is successful and we make you an offer of employment, we will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does Managed Solution protect data?

We take the security of your data seriously. We have internal policies in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Managed Solution keep data?

If your application for employment is unsuccessful, the organization will hold your data on file for two years after the end of the relevant recruitment process to meet the recordkeeping requirements of US federal law. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. For further information about the retention of such employment records, please contact the HR department at Managed Solution.



Your rights

As a data subject, you may have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organization to change incorrect or incomplete data;
- require the organization to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Managed Solution is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our HR department, attn: Amanda Hawthorne by emailing ahawthorne@managedsolution.com or calling 858-733-0238.

If you believe that the organization has not complied with your data protection rights, you may have the right to lodge a complaint to a supervisory authority.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Managed Solution during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. If you do not consent to providing your personal data or subsequently revoke consent, Managed Solution may not be able to issue an offer of employment.