



DataServ Integrations, LLC Job Applicant Privacy Policy (Compliant with GDPR)

Your privacy is important to us and as part of our continued commitment to transparency, DataServ Integrations, LLC (“DataServ”) is taking steps to ensure compliance with the European Union’s (EU) new General Data Protection Regulation (GDPR). GDPR is a new EU data policy set to take effect on May 25, 2018, which governs the transfer of personal data from the EU to the US.

Your privacy is important to us. This statement explains what personal data DataServ collects from you, through our interactions with you, through our recruitment process, and how we use that data.

What personal data do we collect?

DataServ collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- social media accounts; and
- adjustments during the recruitment process.

DataServ may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from identity documents, 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.

Data will be stored in a range of different places, including in your application record, in HR management systems and in other IT systems (including email).

Who has access to your personal 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 share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with former employers to obtain references for you, and employment background check providers to obtain necessary background checks.

Reasons why we share personal data

Prior to entering into an employment agreement with you, we need personal data for various steps of our hiring process.

In some cases, we may need to process data to ensure that we are complying with our legal obligations. DataServ 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.

Technology as a Utility



DataServ 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 or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, DataServ 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 we keep your data for this purpose and you are free to withdraw your consent at any time.

How long does DataServ keep data?

We take the security of your data seriously. We have internal policies and controls 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.

If your application for employment is unsuccessful, our organization will hold your data on file for at least one year after creation of the document or the hire/no hire decision, whichever is later (based on [Ohio Revised Code](#)). Once you withdraw your consent, your data will be deleted and/or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and/or paper based) and retained both during your employment and afterwards based on current Ohio Revised Code.

Notice to end users

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

- The right to be informed;
- The right of access;
- The right of rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object; and
- The right not to be subject to automated-decision making including profiling.

If you would like to exercise any of these rights, please contact gdpr@dataservtech.com.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to DataServ 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.