

HALEY & ALDRICH, INC.
CALIFORNIA PRIVACY NOTICE FOR APPLICANTS

1. Introduction

Haley & Aldrich, Inc. (“Haley & Aldrich” or “we”) respects the privacy rights of individuals and we are committed to handling personal information responsibly and in accordance with applicable law. It is important that you read this Notice carefully as it sets out the categories of personal information we may collect and the employment related purposes for which it may be collected. If you are in any doubt regarding the applicable standards, or have any questions about this Notice, please contact Magi Berciano using the contact details set out in Section 7 below.

2. Scope

This Notice applies to all Haley & Aldrich applicants who reside in California, including those who apply to work on a part-time or temp-on-call basis or for an internship.

3. Types of personal information we collect and process

The types of personal information we may collect include, but are not limited to:

- Identification data – such as your name, gender, photograph, date of birth
- Contact details – such as home address, telephone/email addresses, emergency contact details
- Employment history – such as current and previous employers, job titles/positions, and working hours
- Background information – such as academic/professional qualifications, education, details included in your resume (which might include details of any memberships or interests constituting sensitive personal information), transcripts, employment references, psychometric test data, background records, and driving license status
- National identifiers – such as national ID/passport, social security numbers
- Details of your references (including their name, contact details, employer, and job role)
- Right to work information – such as your immigration/visa status
- Previous applications/roles – information relating to previous applications you have made to Haley & Aldrich and/or any previous employment history with Haley & Aldrich
- Ethics & compliance screening data – such as fraud or ethical issues related information
- Other information you voluntarily provide or that is otherwise publicly available

4. Purposes for collecting and processing personal information

We collect and process your personal information primarily for recruitment purposes – in particular, to determine your suitability for employment and to reach a hiring decision. This includes assessing your skills, qualifications, and background for a particular role, verifying your information, carrying out reference checks or background checks (where applicable) and to generally manage the hiring process and communicate with you about it.

If you are hired, the information collected during the recruitment process will form a part of your staff member record for the purposes set out in Haley & Aldrich’s Privacy Notice for Staff Members.

If you are not hired, we may still keep your application to allow us to consider you for other suitable openings within Haley & Aldrich in the future. We also may use your personal information where we consider it necessary for complying with laws and regulations, including collecting and disclosing worker personal information as required by law (e.g., for tax, health and safety, antidiscrimination laws) under judicial authorization, or to exercise or defend Haley & Aldrich's legal rights.

Haley & Aldrich does not sell your personal information.

5. Data retention periods

Personal information will be stored in accordance with applicable laws and kept as long as needed to carry out the purposes described in this Notice or as otherwise required by applicable law.

6. Updates to this Notice

This Notice may be updated periodically to reflect any necessary changes in our privacy practices.

7. Contact details

Please address any questions or request relating to this Notice to Magi Berciano, MBerciano@HaleyAldrich.com, 1.510.879.4576.

Revision: 1

Last Updated: 28 July 2020