

# Privacy Policy

This Privacy Policy describes how Nclusion, Inc. and its affiliates and subsidiaries (collectively, “Nclusion,” “we,” “us,” or “our”) collects, uses, shares, and protects personal information about our recruits and job applicants (“Applicant(s),” “you,” or “your”). This Privacy Policy also tells you about how you can reach us to get answers to your questions.

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## **Information We Collect**

To carry out our activities and obligations, we collect, store, and process different types of personal information, some of which we require to process your application or retain you as an employee. For the purposes of this Privacy Notice, “personal information” means any information about an identified or identifiable natural person regardless of whether it is held in paper, electronic, or any other format.

Most often, we collect personal information from you directly during the application and recruitment process. In some cases, we also collect personal information about you from third parties, such as employment agencies, former employers, personal and professional references, or public sources. For example, to the extent permitted by law, for recruitment purposes and to otherwise evaluate your eligibility and suitability for employment with us, we may collect information from public social media sources, such as your LinkedIn profile. We may also conduct lawful background screenings, to the extent permitted by law, through a third-party vendor for information about your past education, employment, credit, and/or criminal history. Before we conduct a background check, we will provide you with acknowledgement and authorization forms which will comply with all applicable laws. We may also collect information from our affiliates, business partners, service providers, other third parties, and publicly available sources.

The following provides examples of the categories of personal information we may collect and how we process such information.

<b>Context</b>	<b>Types of Data</b>	<b>Primary Purpose for Collection and Use of Information</b>
<b>Identification Information</b>	We collect your name, date of birth, government-issued identification number and/or document (e.g., driver’s license number, state identification card number, passport number, national identification number, Native American tribal document, birth certificate, social security number, etc.), residency and work permit status, and other similar documents used to verify work eligibility.	We process this type of information for our legitimate business purposes, including general human resources administration and to comply with legal obligations, such as those imposed by employment eligibility verification laws.

<b>Contact Information</b>	We collect home address, postal address, telephone number(s), e-mail address(es), and other similar contact information.	We process this type of information to fulfill our obligations to you, including communicating with you regarding the status of your employment application and scheduling job interviews.
<b>Cookies and First-Party Tracking</b>	We use cookies and clear GIFs. “Cookies” are small pieces of information that a website sends to a computer’s hard drive while a website is viewed.	We use cookies to ensure that our websites operate efficiently, to customize our websites to match your personal preferences, and to prevent fraud.
<b>Location Information</b>	When you use one of our mobile applications, we collect your location from the GPS, Wi-Fi, and/or cellular technology in your device.	We collect this information to understand our users and provide personalized location-based services and content, including for marketing purposes.
<b>Email Interconnectivity</b>	If you receive email from us, we use certain tools to capture data related to when you open our message or click on any links or banners it contains.	We collect this information to understand how you interact with our communications to you.
<b>Inquiries, Comments, Feedback, and Support</b>	If you provide us feedback or contact us for support or with inquiries regarding your employment application, we will collect your name and email address, as well as any other content that you send to us, in order to reply.	We collect this information to respond to or follow up on your comments, inquiries, and other requests.
<b>Surveys</b>	When you participate in a survey, we collect information that you provide through the survey. If the survey is provided by a third-party service provider, the third party’s privacy policy applies to the collection, use, and disclosure of your information.	We collect this information to understand your opinions about the application process and collect information relevant to our organization.
<b>Web Logs</b>	We collect information, including your browser type, operating system, Internet Protocol (IP) address (a number that is automatically assigned to a computer when the internet is used), domain name, click-activity, referring website, and/or a date/time stamp for your visit.	We collect this information to monitor our networks and the visitors to our website. Among other things, it helps us understand which of our jobs are most popular.
<b>Demographic Data</b>	Please note, under federal and some local laws, we are required to collect and report certain demographic workforce data to federal, state, and/or local government agencies for civil rights enforcement purposes. This includes date of birth and gender as well as more sensitive personal information, including information relating to racial and ethnic origin, trade union membership, and/or other characteristics of protected classifications pursuant to law. Your submission of some of this information is voluntary. We may also ask you to voluntarily self-identify whether you belong to additional protected classes (disability status, sexual orientation, veteran status, etc.) to promote	We process this type of information for a variety of reasons, and this will vary in the different jurisdictions in which we operate. In some jurisdictions, we are required to collect and report certain demographic workforce data to federal, state, and/or local government agencies.  We also process this type of information for our legitimate business purposes (where permissible and in accordance with applicable law), including

	diversity, equity, and inclusion within the company.	promoting diversity, equity, and inclusion within the company.
<b>Recruitment/Evaluation for Hiring</b>	We collect educational and professional background information, such as academic and professional qualifications, education, CV/resume, reference letters, interview notes, credit history, disciplinary information from previous employment, and criminal records data (utilized for background check and vetting purposes where permissible and in accordance with applicable law).	We process this type of information for our legitimate business purposes, including determining eligibility for hiring, verifying references and qualifications, and making business decisions about your recruitment or employment.
<b>Licensing and Certifications</b>	Where applicable, we may collect information related to licensing and certifications.	We process this type of information for our legitimate business purposes, including understanding and recording qualifications of the individuals who apply for employment with us, and, in some cases, complying with any statutory, regulatory, or contractual obligation regarding job applicants.

## **How We Use Information**

In addition to the purposes and uses described elsewhere in this Privacy Notice, we may process your personal information for the following purposes:

- To identify you, or otherwise verify your identity, when you visit our website.
- To communicate with you regarding your job application; to respond to and/or follow-up on your requests, inquiries, issues, or feedback; or to send you information regarding our website, changes to our terms, conditions, or policies, or other administrative matters.
- To improve our services and the job application process.
- To conduct research and analytics.
- To send marketing and promotional materials.
- To assess your qualifications for a particular job or task.
- To comply with applicable legal and regulatory obligations, including those related to labor and employment, health and safety, and anti-discrimination laws.
- To detect and protect against malicious, deceptive, fraudulent, or illegal activity, including violation of our policies and terms and conditions, security incidents, and harm to the rights, property, or safety of our company and our users, employees, or others.
- To conduct data analytics analyses to review and better understand applicant retention rates.
- To debug, identify, and repair errors that impair existing intended functionality of our website and/or mobile applications and ensure they operate properly and efficiently.
- To comply with our legal or regulatory obligations, to establish or exercise our rights, and to defend against a legal claim.

- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of a bankruptcy, liquidation, or similar proceeding, in which personal information held by us is among the assets transferred.
- For other lawful or legitimate purposes which may be reasonable to plan, organize, and carry out administrative tasks required for day-to-day operations, including the processing of your employment application.
- For such other purposes as you may consent (from time to time).

### **How We Share Information.**

In addition to the specific situations discussed elsewhere in this Privacy Policy, we may disclose personal information in the following situations:

- **Affiliates.** We share your information with our subsidiaries and affiliates in the course of our normal business operations.
- **Business Transactions.** We may share your information with a potential buyer (and its agents and advisors) in connection with any proposed merger, acquisition, or any form of sale or transfer of some or all of our assets (including in the event of a reorganization, dissolution, or liquidation), in which case personal information held by us about you will be among the assets transferred to the buyer or acquirer.
- **Service Providers.** We share your information with our contractors, vendors, and service providers that assist us with administering the application process and/or provide services to us or on our behalf. For example, service providers may include, but are not limited to, data storage or hosting providers, marketing/events agencies, and recruitment agencies.
- **Other Third Parties.** We may share certain information with third parties who provide professional services (such as attorneys, auditors, accountants, and management consultants), professional bodies, and regulatory authorities in the normal course of business.
- **Other Disclosures without Your Consent / Legal or Regulatory Requests and Investigations.** We may disclose your information to third parties under the following circumstances (i) to comply with relevant laws or regulations, or to respond to a court order or administrative or judicial process, such as a subpoena, warrant, discovery request, or government audit; (ii) in response to lawful requests by public authorities (such as national security or law enforcement); and (iii) as necessary to establish, investigate, exercise, or defend against potential, threatened, or actual litigation (such as adverse parties in litigation). We may also need to share your information with tax authorities, courts, regulators, the police, and other governmental authorities where we are required or permitted to do so by law.
- **Protection of the Company or Others.** We may share your information where necessary to protect inclusion, including to investigate, prevent, or take action regarding possible illegal activities, suspected fraud, safety of person or property, or a violation of our policies.
- **Disclosures with Your Consent.** We may disclose your information to other third parties when we have your consent or direction to do so.

### **How We Protect and Retain Information**

No method of transmission over the internet, or method of electronic storage, is fully secure. While we use reasonable efforts to protect your personal information from unauthorized access, use, or disclosure, we cannot guarantee the security of your personal information. In the event that we are required by law to inform you of a breach to your personal information we, may notify you electronically, in writing, or by telephone, if permitted to do so by law.

We retain your personal information for only as long as necessary to fulfill the purposes outlined in this Privacy Policy, including for the purposes of satisfying any legal, accounting, or reporting requirements, unless a longer retention

period is required or permitted by law. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the information, the potential risk of harm from unauthorized use or disclosure of the information, the purposes for which we obtained the information and whether we can achieve those purposes through other means, as well as applicable legal requirements.

### **Third-Party Applications/Websites**

For your convenience, we may provide links to websites and other third-party content or services that we do not own or operate. The websites and third-party content to which we link may have separate privacy notices or policies. Please note, we have no control over the privacy practices websites, or services that we do not own. We encourage you to review the privacy policies of any third-party website or application for details about such third party's privacy practices.

### **Changes To This Privacy Policy**

We may change our privacy policy and practices over time. To the extent that our policy changes in a material way, the policy that was in place at the time that you submitted personal information to us will generally govern that information unless we receive your consent to the new privacy policy. Our privacy policy includes an "effective" and "last updated" date. The effective date refers to the date that the current version took effect. The last updated date refers to the date that the current version was last substantively modified.

### **Contact Information**

If you have any questions, comments, or complaints concerning our privacy practices, please contact us at the appropriate address below. We will attempt to respond to your requests and to provide you with additional privacy-related information.

Nclusion, Inc.  
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**Effective Date:** 01/01/2023

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