

Woodard & Curran Recruitment Privacy Notice



Introduction

Woodard & Curran is committed to protecting the personal data of all Woodard & Curran applicants. Personal data refers to any information that directly identifies you or makes you identifiable.

This Recruitment Privacy Notice ("Privacy Statement") describes how Woodard & Curran collects, uses, discloses, transfers, and stores personal data in connection with Woodard & Curran's recruiting process. It provides details on your personal data rights and how to exercise your rights with us.

This Privacy Statement applies to all job applicants, potential candidates, candidates, and those who participate in our recruiting programs directly as well as those supported in their candidacy through alternative channels. We may also collect your personal data regarding employment when we engage in due diligence related to a potential acquisition of your current employer.

Personal Data We Collect Directly from You

The types of personal data we collect and process when you enter the process to potentially become employed by Woodard & Curran include (but are not limited to):

- **Identification data and contact details**, including your name, address, email address, phone number and other contact information, gender, date of birth, nationality/ies, national identifiers (such as national ID/passport, social security number(s))
- **Sensitive personal data** includes ethnicity, health, trade union membership, and other categories as prescribed by law. We may collect sensitive personal data about a candidate to the extent permitted to do so by applicable laws (e.g., U.S. equal opportunity laws) and to support our efforts to create an inclusive and diverse work environment. We may also collect sensitive personal data to the extent that a candidate chooses, without being asked, to voluntarily disclose it during the recruiting process.
- **Limited Medical Information** Under limited circumstances and to the extent permitted by applicable law, we may also collect sensitive personal information relating to health and medical characteristics, such as status of infection, test results, and vaccination status, to address our public health and workplace safety obligations and to protect the Firm and its employees, clients, and third parties, or to determine your qualifications for the position.
- **Career Account details**, such as email and password, application information
- **Employment history**, such as previous employers and job titles/positions
- **Background information**, such as academic/professional qualifications, job qualifications, education, details included in your CV/résumé (which might include details of any memberships or interests constituting sensitive personal information), transcripts, and employment references
- Details of your **reference providers**, including their name, contact details, employer, and job role
- Details of your **immigration/visa status**, such as work authorization



- **Travel-related expenses**, to the extent incurred during the recruitment process and identifying **data as listed above** so that Woodard & Curran can reimburse you where applicable
- **Other information you voluntarily provide** throughout the process, including through interviews

You are able to apply for a role at Woodard & Curran using a number of third-party career sites (e.g., LinkedIn). Doing so will connect your profile from these systems with the Woodard & Curran job application.

Information We Collect Automatically

When you visit the Woodard & Curran website, we may use cookies, web beacons, tags, and scripts. For example, we collect and measure traffic data for specific sources such as third-party recruitment sites. We use cookies and similar technologies to authenticate your access to the careers site, and to capture your interactions, preferences, transactional information, and other device and connection information relating to your use of the site. These technologies are also used when you use the "Sign in with LinkedIn" option on the open positions. Our application process allows you to provide us with relevant personal data from information you have on third-party websites (such as LinkedIn). If you choose to incorporate your personal data from third-party websites, it will be used in accordance with this Privacy Notice.

Personal Data Collected from Other Sources

We typically collect personal data directly from you but there may be situations where we collect personal data from other sources. For example, we may collect the following:

- Information provided by entities you have asked to support you in finding a job, including recruiting agencies, educational institutions, professional organizations, or alumni resume sharing platforms
- Information provided by Woodard & Curran personnel who have referred you for a job
- Information provided by agencies, including but not limited to motor vehicle and (where lawful) criminal background checks to verify the accuracy of information you have provided
- Information provided by references in response to reference requests
- Information collected from publicly available sources, including any business social media platforms you use or other information available online

How We Use Your Personal Data

We collect and use your personal data primarily for recruitment purposes and recruiting process improvement reasons; in particular, to determine your qualifications for employment and to reach a hiring decision as well as ensuring compliance with legal requirements and to maintain records in relation to recruiting and hiring.

This includes assessing your skills, qualifications and background for a particular role, verifying your information, carrying out reference checks, or background checks (where applicable), in order to assess your suitability and eligibility for work on certain Woodard & Curran projects or assignments as well as compliance with customer requirements for projects



and roles, and to generally manage the hiring process and communicate with you about it. We will also capture additional personal data during in-person and/or remote interviews to assess your suitability for the job.

If you are successful in the interview process, we will carry out background checks and validation of your experience and academic and professional qualifications. We will use a third-party organization to perform these checks and may share the CV and identity information that you have provided. Background checks will be completed only as permitted by local law.

If you accept a role at Woodard & Curran, the information collected during the recruitment process may form part of your personnel file, to the fullest extent allowable, and will be processed in accordance with our employment privacy statement.

In certain Woodard & Curran locations, we are required by law to provide reports on the diversity of our recruitment talent pools and will need to send reports to the relevant authorities covering a particular time period.

Where permitted by law, Woodard & Curran may use the personal data you submit for analytical purposes to improve our recruitment and hiring process.

If you are not successful in the interview process, we may keep your details so that we may reach out to you and invite you to apply for other positions that we think may be a good fit for you unless you request that we delete your application.

Disclosure of Data

We only disclose your personal data to those who require access to perform their tasks and duties, and to third parties that have a legitimate purpose for accessing it.

We will disclose your personal data to the following categories of recipients:

- Employees of Woodard & Curran in order to administer the recruitment process
- Background-checking or other screening providers and third parties that verify employment history, academic and professional achievements, driving and (where lawful) criminal history
- Third-party service providers that support the Woodard & Curran Recruitment process (such as recruitment or executive search agencies involved in your recruitment)
- Third parties where you have consented or otherwise instructed Woodard & Curran to share your personal data
- Third parties to comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative, or judicial process
- Third parties as necessary to establish, exercise, or defend against potential, threatened, or actual litigation
- Public authorities in response to lawful requests

We will implement appropriate measures to provide assurance that third-party organizations that we use to process data on our behalf use information in a manner consistent with this



Privacy Statement and with applicable law, and that the security and confidentiality of the information is maintained.

Woodard & Curran does not sell personal data that we collect or process as part of the recruitment process or any related processes.

Data Retention

Your personal data will be stored in accordance with applicable laws and kept as long as needed to carry out the purposes described in this Privacy Statement or as otherwise required by applicable law. If you accept an offer of employment with us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with specific local requirements and with the privacy notice applicable to W&C employees, which will be provided during the on-boarding process.

If we do not employ you, we may nevertheless continue to retain and use your personal data for a period of time (which may vary depending on the locale) for system administration purposes, to consider you for potential future roles, and to perform research. Thereafter, we retain a minimal amount of your personal data to record your recruiting activity with us.

Your Rights Over Your Personal Data

Depending on where you are located, you may have certain rights under local privacy laws over the personal data we hold about you. With limited exceptions, you have legal rights including the right to be given copies of the personal information that we hold about you and to require inaccurate information to be corrected. In some circumstances you can also require us to delete (or stop making active use of) your personal information.

Woodard & Curran will not discriminate against you for exercising your rights.

You, or an authorized individual who we can verify is acting on your behalf, can exercise the applicable rights by submitting your request by logging in to your candidate page in Workday and clicking on "Edit Account Settings" and then on "Delete My Information". Once that process is complete, you will receive a message confirming that your information has been deleted.

Changes to This Privacy Statement

This Privacy Statement may be amended or revised from time to time at Woodard & Curran's discretion. The most recent document is available via the Woodard & Curran careers web pages. If we propose to make any material changes, we will provide notice on this page prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

How to Contact Us

If you have any questions about this Privacy Statement or wish to exercise your rights, please submit your request through your candidate page in Workday as above or contact us at the mailing address below:



Woodard & Curran, Inc.
Attn: Human Resources
41 Hutchins Dr.
Portland, ME 04102

Woodard & Curran will respond to your request within a reasonable time frame or as required by law.

If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please Contact the Vice President of Human Resources.