



# **Applicant Privacy Policy and Notice at Collection**

Applicants Privacy Statement



Contents

- Applicants in the E.E.A.\*, United Kingdom and Switzerland ..... 3
  - Applicant Information..... 3
  - How your Applicant Information is Collected ..... 4
  - How We Use Applicant Information..... 4
  - How We Share Applicant Information..... 5
  - Retention of Applicant Information ..... 6
  - How We Protect Applicant Information..... 6
  - Your Rights and Choices..... 6
  - Miscellaneous ..... 7
  - How To Contact Us ..... 7
- Applicants in the United States ..... 7
  - What We Collect and How We Use The Information ..... 8
  - Purposes for Disclosing Personal Information ..... 11
  - Categories of Recipients ..... 11
  - Retention of Personal Information ..... 11
  - Your Privacy Rights ..... 11
  - Exercising Your Privacy Rights ..... 12
- Applicants in Singapore..... 13
- Applicants outside of the U.S., E.E.A.\*, United Kingdom, Switzerland and Singapore ..... 14
- Changes to the Statement..... 15

# Introduction

We appreciate your interest in working with the Convera group of companies (collectively, "**Convera**"). We take the protection of your Personal Data seriously and we want to make sure that you understand what kind of information we will be collecting from you via our career platforms and/or through other means during your application process (the "**Sources**") and how it will be used.

## Applicants in the E.E.A.\*, United Kingdom and Switzerland

*(\*The European Economic Area includes the 27 countries in the European Union along with Iceland, Liechtenstein and Norway.)*

By signing on to the Convera Talent Acquisition system for the purpose of undertaking the application process, you specifically acknowledge that all information provided by you, including, but not limited to, any personal data ("**Applicant Information**"), may be viewed, collected, transferred, stored or processed by and among Convera Group, including Convera Topco and its affiliates (collectively, "**Convera**", "**we**", or the "**Company**"), as described in this Privacy Notice.

Convera will comply with the principles set out in applicable data protection legislation which means that your personal data will be:

- used fairly, transparently and lawfully;
- processed only for valid, specified purposes that we have explained to you and limited to those purposes;
- accurate, kept up to date and kept for no longer than necessary; and kept securely.

## Applicant Information

In connection with your application for employment with Convera, we will collect, store and use the following categories of Applicant Information about you that is provided to us in your CV, covering letter or application form, and at any interview, along with information that you have provided to any recruitment agency, and information provided to us from background check providers and assessment providers:

- your contact and identification information (including your name, preferred email address, ID information and documents, government-issued identifiers and other personal identification numbers, mobile and home phone number, address, date and place of birth, gender, citizenship/resident/nationality);
- details about your personal life included in your CV;
- education and professional details (including degrees, academic records, licenses, professional memberships, certifications, awards, and current and previous employment details);

- financial information (including current salary, income, service fee and other compensation related information, past bankruptcy and judgment debts, and credit record information);
- photographs; and reference and background check information;
- cookies and similar technologies derived data.

To the extent required or permitted by applicable law, we may also process certain sensitive personal data about you in the context of the recruitment process, in particular information about any criminal offences if you are applying for a role that requires a criminal record check and, if relevant, we may also process information concerning your health in connection with any adjustments that may be necessary during the recruitment process or to your working arrangements.

You may also sign on to the Convera Talent Acquisition system for the purpose of referring an individual for a position pursuant to Convera's Employee Referral Program. If you do so, you expressly acknowledge that you have obtained prior permission from the referred individual to provide his or her personal data, including, but not limited to, the referred individual's name, preferred email address and phone number ("**Referred Individual Information**") to Convera to be used for the purposes of contacting the referred individual regarding potential application for a Convera position.

## How your Applicant Information is Collected

We collect Applicant Information about you from the following sources:

- from you, such as from your CV, covering letter and interview;
- from our recruitment agencies;
- from employee referrals;
- from our background check providers (such as HireRight);
- from relevant third parties, such as skills assessment verifiers, psychometric testers and credit reference agencies;
- from relevant authorities in respect of criminal record checks (as required and subject to applicable law); and
- from publicly accessible sources, such as your LinkedIn profile.

When using our Talent Acquisition system, we may also collect information automatically, some of which may be personal data. This may include data such as IP address, log information, time of usage, URL requested, operating system. We may also collect data automatically through cookies.

## How We Use Applicant Information

We process Applicant Information for the purpose of evaluating and assessing your experience and qualifications as it relates to the job position for which you apply, to manage the recruitment process, to administer the online career portal, and to carry out background and pre-employment checks (where applicable). If your application is successful, we will also process

Applicant Information to invite you to an interview, make you an offer and for onboarding purposes.

We process Applicant Information for these purposes on the basis that it is necessary for entering into an employment contract with you and it is in our legitimate interests to decide whether to appoint you to a role and to manage and administer our business and recruit staff generally.

We also process Applicant Information to the extent it is necessary for compliance with legal and other requirements, such as immigration, record-keeping and reporting obligations, responding to legal process such as subpoenas and court orders, pursuing legal rights and remedies, defending litigation, and managing any internal complaints or claims, conducting investigations, and complying with internal policies and procedures. We process Applicant Information for these purposes on the basis that we are required to do so by law, or it is necessary for the establishment, exercise, or defense of legal claims.

You are not obliged to provide us with this data. However, not providing us with information which is necessary for us to consider your application may adversely affect your chances of recruitment.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## How We Share Applicant Information

### Internal Use

Applicant Information may be shared with authorized employees and departments of Convera with a legitimate need to access and process such data for the purposes described in this Privacy Notice. Recipients may include members of the Human Resources department (including Talent Acquisition, Workforce Planning, and Compensation and Benefits), Compliance, Legal and Finance.

Convera is a global organization and its employees, and third parties may or may not be located within the same country or region of the world where you are located. As a result, Applicant Information may be viewed, collected, transferred, stored or processed in a country, such as the United States, which may or may not offer the same level of legal or other protection for the confidentiality or privacy of Applicant Information that is provided by your home country or region.

### External Use

Your Applicant Information will also be shared outside the Convera Group to third parties where it is necessary to administer the recruitment process, where it is necessary to comply with any law, where we have a legitimate interest in doing so, where you consent to such disclosure and doing so is lawful and fair to you, if we are required or permitted to do so by law or legal process, for example due to a court order or a request from a law enforcement agency, when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss, in connection with an investigation of suspected or actual fraudulent or other illegal activity, and in the event we sell or transfer all or a portion of our business or assets (including in the event of a reorganization, dissolution, or liquidation).

We may also share Applicant Information with third parties that perform services on our behalf related to the purposes described in this Privacy Notice (for instance, your data may be sent to a relevant third party provider if your role requires a criminal record check or psychometric testing), including hosting providers and background screening providers. In accordance with applicable law, we have entered into legally binding agreements requiring these third parties to use or disclose Applicant Information only as necessary to perform services on our behalf or to comply with applicable legal requirements.

Convera has contractually bound these third-party service providers to appropriate data security and confidentiality obligations, to the extent applicable and in accordance with applicable law. To the extent that recipients of Applicant Information are located in countries outside the European Economic Area that have not been recognized by the European Commission as providing an adequate level of data protection, we ensure that appropriate safeguards aimed at ensuring such a level of data protection are in place, including by entering into the European Commission's EU Standard Contractual Clauses with the data recipients pursuant to Article 46, §2 of the GDPR and the UK Addendum for transfers outside the United Kingdom. To obtain a copy of the safeguards we have put in place, please contact us as indicated below.

## Retention of Applicant Information

If you are successful in your application your Applicant Information will be kept in your personnel file. Otherwise, Applicant Information will be retained only for the period of time for which it is relevant to the job application process and the purposes described in this Privacy Notice, which generally does not exceed a period of two years from the date of the decision with respect to your application, unless you agree that we retain your information to inform you about future opportunities with Convera, if we are required to preserve your information in connection with litigation and proceedings, or if a shorter period is required by applicable law or if a longer retention period is required or permitted by applicable law. After the retention period we will securely destroy your Applicant Information in accordance with our record retention policy and applicable law.

## How We Protect Applicant Information

All Applicant Information is protected by Convera in a manner consistent with its privacy policies and controls regarding protection of employee data, which are intended to comply with all laws applicable to such information. Convera respects the privacy interests of job applicants and employees and views its obligations in this regard very seriously.

## Your Rights and Choices

Subject to applicable law, you have the right to request access to and correction or erasure of the personal data we maintain about you, or to request the restriction of the processing of your personal data. You may also have the right to object to processing of your personal data on grounds relating to your particular situation.

Subject to applicable law, you also have the right to receive, in a structured, commonly used and, when appropriate, machine-readable format, the personal data that you have provided to us, as well as the right to have this information transmitted to another data controller, where it is technically feasible. To exercise these rights, please contact us as indicated below.

If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive or we may refuse to comply with the request in such circumstances, subject to applicable law.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us as indicated below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose of purposes you originally agreed to, unless we have another legitimate basis for doing so in law. In addition, if you withdraw consent, it will not affect the lawfulness of what we have done before such withdrawal.

If you have complaints relating to our processing of your personal data, you should raise these with your Convera Talent Acquisition contact person in the first instance or with Convera Privacy Office as indicated in the [Contact Us](#) section below.

You may also lodge a complaint with a Supervisory Authority, in particular the Supervisory Authority in the location of your habitual residence, place of work or place of the alleged infringement of the applicable data protection legislation.

## Miscellaneous

Either applying for a position and providing Applicant Information or referring an individual and providing Referred Individual Information through this system does not establish or imply any labor or employment relationship or a relationship of any other nature with Convera or any member of Convera.

## How To Contact Us

If you have any questions or would like to exercise your rights in relation to the processing of your personal data, please contact us at: [talentmatters@convera.com](mailto:talentmatters@convera.com) or by submitting a [webform](#) request.

Any individual with a disability who would like to request an accommodation to enable him or her to participate in the recruitment process should contact [talentmatters@convera.com](mailto:talentmatters@convera.com).

You may also contact our Privacy Office directly at [privacymatters@convera.com](mailto:privacymatters@convera.com).

## Applicants in the United States

Convera Topco Limited, along with our affiliates and subsidiaries in the United States, (collectively, "**Convera**") respect your concerns about privacy.

This Applicant Privacy Policy and Notice at Collection ("**Applicant Privacy Notice**") applies to personal information we may collect about Convera's (1) employees, owners, directors, officers, staff members, and contractors (collectively, "**Convera Workforce**"), (2) emergency contacts of

Convera Workforce members, (3) individuals relating to Convera Workforce members for whom Convera administers benefits, and (4) U.S. candidates applying to positions at Convera through our talent acquisition process (collectively with Convera Workforce, “**HR Covered Individuals**”).

Our information practices may vary depending upon certain circumstances, such as the location or role for which you are applying.

Certain terms used in this Applicant Privacy Notice have the meaning given to them in California Civil Code § 1798.100 et seq., as amended.

## What We Collect and How We Use The Information

Convera may collect the following categories of personal information about HR Covered Individuals for the purpose of carrying out and supporting human resources functions and activities, including the specific uses set forth below each category. The specific uses are described in further detail below in the next section.

- **Identifiers (Contact information)**, including your name, work, and personal contact details (including postal addresses, phone numbers, fax numbers and email addresses), and emergency contact information.

### *Our Uses of The Above Category of Personal Information*

- Managing our workforce
- Operating our facilities and preparing for and responding to emergencies
- Conducting business operations
- Satisfying legal and compliance obligations

- **Characteristics of Protected Classifications** and demographic and family information, including age, date of birth, race, gender, sex, ethnicity, nationality, place of birth, citizenship status, disability, military and veteran status, marital status, and dependent information

### *Our Uses of The Above Category of Personal Information*

- Managing our workforce
- Satisfying legal and compliance obligations

- **Sensitive Personal Information**, including Social Security number, driver’s license or state identification card number, passport number, medical condition, financial account information, CCTV footage, and photographs.

### *Our Uses of The Above Category of Personal Information*

- Managing our workforce
- Operating our facilities and preparing for and responding to emergencies
- Conducting business operations
- Satisfying legal and compliance obligations



- **Employment-Related Information**, including compensation, benefits and payroll information, bank account details, employee ID number, salary-related information, tax-related information, benefits elections, health insurance information, insurance policy number, details regarding leaves of absence, resume, job title, job description, historical compensation details, performance management information (e.g., evaluations, offer letter), pre-employment screening and background check information including criminal records information (where permissible), information regarding immigration status and eligibility for work, office location, and general location data regarding corporate travel destinations.

*Our Uses of The Above Category of Personal Information*

- Managing our workforce
  - Operating our facilities and preparing for and responding to emergencies
  - Conducting business operations
  - Satisfying legal and compliance obligations
- **Education Information**, including education records, training, certifications, and professional associations.

*Our Uses of The Above Category of Personal Information*

- Managing our workforce
  - Satisfying legal and compliance obligations
- **Internet or Other Electric Network Activity Information**, including about your use of Convera's IT resources or use of Convera's Talent Acquisition systems, assigned equipment, IP address, user ID, online identifiers, the time and duration of internet and network connections and how you use technology resources, including emails you send/receive, websites browsing history, internet search history, software, and files you download and voicemails you receive.

*Our Uses of The Above Category of Personal Information*

- Conducting business operations
  - Satisfying legal and compliance obligations
- **Audio, Electric, Visual, or Similar Information**, including information collected via call recordings, recorded meetings, videos, photographs, and video footage to secure our offices and premises.

*Our Uses of The Above Category of Personal Information*

- Managing our workforce
- Conducting business operations
- Satisfying legal and compliance obligations

**Further Detail About Our Uses of Personal Information Regarding HR Covered Individuals:** as indicated above, we may use personal information regarding HR Covered Individuals for four

major purposes, depending on the category of personal information involved. We have provided further detail regarding each of these four uses below:

- **Managing our workforce:** managing work activities and personnel generally, including recruiting and communicating with you about the recruitment process; verifying information and performing background checks; determining suitability for employment or promotion; determining physical and/or mental fitness for work; accommodating a disability or illness; establishing fitness to work; complete the hiring process in case you should be offered and accept a position at Convera (including assisting you with obtaining an immigration visa or work permit where required), reviewing and evaluating performance; determining eligibility for and processing salary increases, bonuses, and other incentive-based compensation; providing references; managing attendance, absences, leaves of absences, and vacations; administering payroll services; reimbursing expenses; administering health, dental, and other benefits; providing and managing company cards and fuel cards where applicable; training and development; making travel arrangements; securing immigration status; monitoring staff; creating staff directories; investigating suspected misconduct or non-performance of duties; managing disciplinary matters, grievances, and terminations; reviewing staffing decisions; administering, organizing, and arranging participation in firm sponsored events or programs; and providing access to facilities.
- **Operating our facilities and preparing for and responding to emergencies:** ensuring business continuity; protecting the health and safety of our staff and others; safeguarding, monitoring, and maintaining our IT infrastructure, office equipment, facilities, and other property; detecting or preventing theft or fraud, or attempted theft or fraud; and facilitating communication with you and your designated contacts in an emergency.
- **Conducting business operations:** operating and managing our IT, communications systems and facilities, and monitoring the use of these resources; performing data analytics; improving our services; improving our application and/or recruitment process, allocating and managing company assets and human resources; making insurance claims; strategic planning; project management; compiling audit trails and other reporting tools; maintaining records relating to business activities, budgeting, and financial management; and managing mergers, acquisitions, sales, reorganizations or disposals and integration with purchasers.
- **Satisfying legal and compliance obligations:** complying with legal requirements, such as tax, record-keeping and reporting obligations; conducting audits, management and resolution of health and safety matters; complying with requests from government or other public authorities; responding to legal process such as subpoenas and court orders; pursuing legal rights and remedies; defending litigation and managing internal complaints or claims; conducting investigations; and complying with internal policies and procedures.

We may use personal information for other business or commercial purposes depending on the context, but we will provide you with additional notice (and, if necessary, obtain your consent) prior to doing so.

## Purposes for Disclosing Personal Information

We may disclose the categories of personal information identified in section (What We Collect and How We Use The Information) for the following business purposes:

- **To Evaluate Your Application.** We may disclose personal information when it is necessary to provide services you request and where it is necessary to identify HR Covered Individuals, schedule interviews, and otherwise evaluate your qualifications and eligibility for employment.
- **To Protect Convera and Others.** We may disclose personal information if required to do so by law, to protect the rights, property, or safety of our employees, contractors, owners, members, and guests, ourselves, or others or where we have a legitimate interest in doing so.

## Categories of Recipients

- **Affiliates and Business Partners.** We may disclose personal information to our affiliates and business partners where necessary to evaluate your candidacy for employment, conduct and finalize the hiring process, or for business operations purposes.
- **Service Providers.** We may disclose personal information to our service providers who perform services on our behalf, such as recruiters or recruitment platform providers, providers of assessment or screening services, distribution of communications and surveys. Our service providers are required to take appropriate security measures to protect your personal information in line with our policies and are not permitted to use personal information for their own purposes.
- **Government Entities and Agencies.** To comply with our legal obligations and where otherwise required by law, we may disclose the following categories of personal information to applicable regulatory and government entities: identifiers, characteristics of protected classifications, and employment-related information.

## Retention of Personal Information

We store your personal information for as long as needed, or permitted, based on the reason why we obtained it (consistent with applicable law). When deciding how long to keep your personal information, we consider whether we are subject to any legal obligations (e.g., any laws that require us to keep records for a certain period of time before we can delete them) or whether we have taken any legal positions that require data retention (e.g., issued any legal holds or otherwise need to preserve data).

Rather than delete your personal information, we may also deidentify it in accordance with applicable law, by removing identifying details. If we deidentify any personal information, we will not attempt to reidentify it.

## Your Privacy Rights

If you are a California resident, you may have certain rights to control your personal information pursuant to the California Consumer Privacy Act of 2018, as amended by the California Privacy

Rights Act of 2020 (the "CCPA"). [If you are not a California resident, Convera will endeavor to comply with a request under this section to the extent feasible]. These rights include:

- **Right to Know/Access.** You have the right to request: i) The categories of personal information we collected about you; ii) The sources from which we have collected that personal information; iii) Our business or commercial purpose for collecting, selling, or sharing that personal information; iv) The categories of third parties to whom we have disclosed that personal information; and v) A copy of the specific pieces of personal information we have collected.
- **Right to Correct.** You have the right to request that we correct inaccuracies in your personal information. Applicants seeking to update their information may do so at any time by using our recruitment platform.
- **Right to Delete.** You have the right to request deletion of personal information that we have collected from you. Note, however, that we are unable to delete personal information if we are required to maintain it to comply with applicable laws.
- **Right to Opt-Out.** Under the CCPA, California residents may have the right to opt-out of the "sale" or "sharing" of personal information. California CCPA defines a "sale" as disclosing or making available to a third-party personal information in exchange for monetary or other valuable consideration, and "sharing" broadly includes disclosing or making available personal information to a third party for purposes of cross-context behavioral advertising. While we do not disclose personal information to third parties in exchange for monetary compensation, if you visit and/or apply to an open position on our website, we may "sell" or "share" (as defined by the CCPA), the following categories of personal information: Identifiers, and Internet or Other Electric Network Activity Information. We "sell" or "share" these categories to third-party advertising networks, analytics providers, and social networks for purposes of marketing and advertising. We do not sell or share any personal information about individuals who we know are under sixteen (16) years old. To opt out of the sharing or sale of personal information, please use the opt-out process as indicated on our website.
- **Right to Limit Use and Disclosure.** Subject to certain conditions and exceptions, you may have the right to limit the use and disclosure of "Sensitive Personal Information," as defined under the CPRA. However, we do not engage in activities triggering this right.
- **Right to Non-Discrimination.** We will not discriminate against you for exercising any of the rights described in this section.

## Exercising Your Privacy Rights

To exercise your privacy rights subject to applicable legislation, please contact us at [talentmatters@convera.com](mailto:talentmatters@convera.com) or by submitting a [webform](#) request. Please provide us with your full name, the email address you used to interact with us, and your address. We may need to request additional information from you if we are unable to verify your identity. If, after a good faith attempt, we are still unable to verify your identity, we will deny the request and explain the reason for denial.

You may designate someone as an authorized agent to submit requests and act on your behalf. To do so, you must provide us with written permission to allow the authorized agent to act on

your behalf. We may also ask you directly to verify that you have authorized your authorized agent to act on your behalf.

## Applicants in Singapore

The information you provide in your curriculum vitae will be used and processed by or on behalf of Convera Group ("**Convera**") and/or any of its affiliates for purposes related to your registration of interest in current or future employment with Convera and for the processing of your application for employment.

We will collect and use the personal data that you have supplied to facilitate the processing of your application for employment purposes. We will use personal information such as telephone number and or email address to contact you on job opportunities. Please note that we may engage third parties to process your application. These third parties may be located and carry out activities for Convera outside of Singapore.

We make sure that measures are put in place to ensure that your personal data is appropriately secured and protected and that it is only used as instructed by Convera.

The personal data held by Convera relating to the applicants will be kept strictly confidential. Convera may collect additional information from other sources (e.g. reference checks with previous employers, publicly available information) to process and evaluate your application for employment.

If your application is successful, the information will be used in the administration of your employment. Convera may provide and/or transfer such data, whether in Singapore or outside of Singapore, to (i) boards of or relevant departments within Convera (ii) if necessary, government agencies, ministries or departments, and regulators; (iii) third party service providers that provide administrative, data processing, computer, or other services to Convera.

If your application is unsuccessful, Convera will retain and use the information which you provided for 12 months from the date of receipt of your curriculum vitae. This is to deal with any matter which may arise in connection with your application, for the purposes of contacting you in connection with ongoing recruitment opportunities (as the case may be), as well as for data analysis and business purposes.

By giving your consent, you agree to your data being used in conjunction with the purposes outlined above. In order to maximize your opportunities to work with Convera, you are encouraged to keep the information provided to us up to date at all times.

You are responsible for ensuring that the personal data is correct and true. You also have the option to withdraw your consent to processing at any time. If you wish to access or amend the personal data about you kept by Convera or withdraw your consent to processing, please contact [talentmatters@convera.com](mailto:talentmatters@convera.com) or submit a [webform](#) request.

## Applicants outside of the U.S., E.E.A.\*, United Kingdom, Switzerland and Singapore

(\*The European Economic Area includes the 27 countries in the European Union along with Iceland, Liechtenstein and Norway.)

By signing on to the Convera Talent Acquisition system for the purpose of undertaking the application process, you specifically acknowledge and consent that all information provided by you, including, but not limited to, any personal information, such as your name, preferred email address and phone number ("**Applicant Information**") may be viewed, transferred, and/or stored by and among Convera Group, including Convera Topco and its affiliates ("**Convera**"). Applicant Information may be shared with authorized employees and third parties for the purpose of assessing your qualifications for the position(s) for which you apply. Convera is a global organization, and Convera, its employees, and third parties may or may not be located within the same country or region of the world where you are located. As a result, Applicant Information may be exported to and/or stored in a country, such as the United States, which may or may not offer the same level of legal or other protection for the confidentiality or privacy of Applicant Information that is provided by your home country or region.

By signing on to the Convera Talent Acquisition system for the purpose of referring an individual for a position pursuant to Convera's Employee Referral Program, you expressly acknowledge that you have obtained prior permission from the referred individual to provide his or her personal information, including, but not limited to, the referred individual's name, preferred email address and phone number ("**Referred Individual Information**") to Convera to be used for the purposes of contacting the referred individual regarding potential application for a Convera position.

Access to Applicant Information or Referred Individual Information will be limited to authorized employees and authorized third parties of Convera involved in the application process. Applicant Information or Referred Individual Information provided by you will not be shared with those other than Convera authorized employees or third parties, nor used for any other purpose than the job application process and will be retained only for the period of time for which it is relevant to the job application process or as required by law. All Applicant Information or Referred Individual Information is protected in a manner consistent with its privacy policies and controls regarding protection of employee data, which are intended to comply with all laws applicable to such information.

Convera respects the privacy interests of job applicants and employees and views its obligations in this regard very seriously.

Either applying for a position and providing Applicant Information or referring an individual and providing Referred Individual Information through this system does not establish or imply any labor or employment relationship or a relationship of any other nature with Convera or any affiliate of Convera.

By clicking on "Proceed" below, you agree to the foregoing acknowledgments, conditions, and terms and are explicitly consenting to the collection, use, storage, and transmission of the Applicant Information or Referred Individual Information you enter into this system by Convera, its authorized employees and third parties, for the purposes and subject to the limitations set forth above.

Any individual with a disability who would like to request an accommodation to enable him or her to participate in the recruitment process should contact [talentmatters@convera.com](mailto:talentmatters@convera.com).

## **Changes to the Statement**

Just as our business changes, this Privacy Notice may also be amended or replaced at any time. To assist you, this Statement is dated at the end of this document and we will obtain your consent for any material changes to the extent required by applicable law.

*Last update: January 2023*