

## **Global Furniture Group Job Applicant and Candidate Privacy Policy**

Please read this Job Applicant and Candidate Privacy Policy (the “**Privacy Policy**”) carefully before applying for a job through this website. The Privacy Policy contains information for potential job candidates about how Global Furniture Group., and its subsidiaries and affiliates (“**Global**”, “**we**”, “**us**”, or “**our**”), processes candidate-related information during the recruitment and selection process.

Global collects and processes information about candidates as part of its recruitment efforts. When you provide your information to us via this website, or by any other means, you consent to your information being collected, disclosed, and retained, in accordance with this Privacy Policy.

### **TYPES OF INFORMATION WE COLLECT**

Global may collect and process the following types of information (“**Candidate Information**”) from candidates (subject to applicable law):

- Your name, address, email address, telephone number and other contact information;
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, or other information you provide to us in support of an application and/or the application and recruitment process;
- Information from interviews and phone-screenings you may have, if any;
- Details of the type of employment you are or may be looking for, benefits packages, willingness to relocate, or other job preferences;
- Details of how you heard about the position you are applying for;
- Any sensitive and/or demographic information obtained during the application or recruitment process;
- Reference information and/or information received from background checks (where applicable), including information provided by third parties; and/or
- Information relating to any previous applications you may have made to Global and/or any previous employment history with Global.

These lists are not exhaustive and may be modified to from time to time.

### **HOW WE USE YOUR INFORMATION**

Global processes and uses Candidate Information for human resources and business management purposes.

This includes:

- identifying and evaluating candidates for positions at Global;
- record-keeping related to hiring processes;
- analyzing the hiring process and outcomes;
- verifying your information and conducting background or reference checks, as permitted by law.
- assessing your skills, qualifications and interests against our career opportunities;
- communications with you about the recruitment process and/or your application(s),
- creating and/or submitting reports as required under any local laws and/or regulations;
- making improvements to Global's application and/or recruitment process.

We will also use your information to comply with applicable laws, regulations, legal processes or enforceable governmental requests as well as protect the rights and property of Global, our users, applicants, candidates, employees or the public as required or permitted by law.

If you are offered and accept employment with Global, the information collected during the application and recruitment process will become part of your employment record.

## **SHARING INFORMATION WITH THIRD PARTIES**

We may share your Candidate Information with the following third parties in the following circumstances:

- with our affiliates, subsidiaries or joint ventures in the US and in other jurisdictions.
- with external service providers to collect, process, store, and/or validate Candidate Information, including for the purposes of verification / background checks
- if required, with external third parties such as to local labor authorities, courts and tribunals, regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process.
- to detect, prevent or otherwise address fraud, security or technical issues, or to protect against harm to the rights, property or safety of Global, our users, applicants, candidates, employees or the public or as otherwise required by law.

It is your responsibility to obtain consent from references before providing their personal information to Global.

## **THIRD PARTY APPLICATIONS**

If you opt to populate your application and provide us access to your information using third-party applications such as "LinkedIn" or "Indeed", please note that any information such application may receive from you will be handled by them in accordance to their respective terms and conditions or privacy policies We recommend that you review those policies before choosing to use such services.

Global is not responsible for the content of any websites not affiliated with Global, your use of those websites, or the privacy policies and practices of those websites.

## **PROTECTING YOUR INFORMATION**

Global takes appropriate steps to protect information about you that is collected, processed, and stored as part of the recruitment and selection process. Global will only use Candidate Information for the purposes set forth in this Privacy Policy.

## **CHANGES TO THIS PRIVACY POLICY**

Global reserves the right to modify this Privacy Policy at any time. If you submit additional Candidate Information or request to be considered for a position at Global following the effective date of a modified Privacy Policy, your Candidate Information will be handled in accordance with the Privacy Policy in effect at that time.