



Applicant and Candidate Privacy Notice

Version Date: December 5, 2023

Purpose

At PERI Formwork Systems, Inc., your privacy is important to us. The purpose of this document is to set out how PERI Formwork Systems, Inc. and its affiliates (“us,” “our,” or “we”) collect, use, store, or otherwise process personal information about job applicants and/or candidates (collectively, “you”), including when you access or use our careers websites, e.g., <https://www.peri-usa.com/company/career.html>, with whom we share it, and the rights to which you are afforded.

This Privacy Notice (“Notice”) does not cover your use of PERI Formwork Systems, Inc.’s products or services as a consumer (for more information, please read our website Privacy Notice at <https://www.peri-usa.com/privacy-policy.html> or to any third-party websites and apps that you may use, including those to which we link in our websites. You should review the terms and policies for third-party websites and apps before clicking on any links. Similarly, this Notice does not cover any future employment with us, as the collection, use, retention, and other processing of your personal information may change upon hire and during the course of your employment.

We recommend that you read this Notice in full to ensure you are fully informed about the manner in which we collect, use, store, or otherwise process your personal information as well as your privacy rights. However, if you want to skip to a particular section of this Notice, please refer to the table of contents below.

1. [Collection of Personal Information](#)
2. [Use of Personal Information](#)
3. [Personal Information Sharing](#)
4. [Retention of Personal Information](#)
5. [Your Choices](#)
6. [Your Privacy Rights](#)
7. [How We Protect Your Personal Information](#)
8. [Changes to This Policy Notice](#)
9. [How to Contact Us](#)

1. Collection of Personal Information

Subject to applicable law, we process your personal information to fill open job positions and recruit job applicants and/or candidates.

Personal Information We Collect from You. Subject to applicable law, we may collect the following categories of personal information from you through the application and recruitment process:

- **Identifiers and contact information.** This includes your name, date of birth, email address, mailing address, phone number(s), photograph(s), and contact details, beneficiary and emergency contact details, and other similar contact data.
- **National identifiers and work eligibility information.** This includes your social security number, region, and city of birth, nationality, citizenship status, visa status, residency and work permit status, and immigration information.
- **Demographic information.** This includes your age, income, marital/civil partnership status, and gender.



- **Employment history and background check information.** This includes your Resume, Curriculum Vitae, work history, professional background. Motor Vehicle Reports (when applicable), and where applicable and allowed by applicable law, information associated with social media platforms (e.g., social media handle) or professional networking sites (e.g., LinkedIn profile) and other information revealed during background screenings.
- **Educational information.** This includes your educational history, academic degrees, and qualifications, certifications, and skills.
- **Sensitive personal information.** This includes information requiring special handling related to racial and ethnic origin, religious beliefs, trade union membership, and health and medical information, including disability status, where we have obtained your consent, or the collection of such data is allowed by applicable law. While we do not solicit this information during the application process, it may nonetheless be shared by you or third parties, or otherwise become discovered by us during your application process.
- **On-premises monitoring.** In the event you physically visit any of our offices, we also monitor our offices and other workplace facilities through video monitoring (e.g., closed-circuit television (“CCTV”)) and badge scans for security purposes, subject to the requirements of local law and internal policy. CCTV, which captures images and video footage, is primarily used to monitor office entry/exit points, elevator lobbies, rooms housing valuable equipment (e.g., server rooms), and other select areas that contain sensitive assets or are associated with an elevated risk for theft. As such, data related to your physical appearance, including video and photographic images of you may be recorded.
- **Other Information.** Any other information you voluntarily submit to us in connection with your application for employment (e.g., compensation history), including that which you provide via webform, during an interview, or as part of other forms of assessment.

Your main choice for this type of personal information is simply not providing it, such as by not submitting a job application to PERI Formwork Systems, Inc. For other choices you may have, please see [Section 5](#) (Your Choices) in this Notice.

Personal Information We Collect from Other Sources. Subject to applicable law, we may collect personal information about you from others, such as the categories listed above, and:

- **Third-Party Sources.** Examples of third-party sources include employment screening agencies, background check agencies, recruiting agencies, service providers, former employers and/or schools and educational institutions, publicly available information on websites or social media (e.g., when applying through LinkedIn or Indeed, where relevant for recruitment purposes and allowed by applicable law), and others where they are legally allowed to share your personal information with us. For example, if you register to be contacted by prospective employers on another website, the website may provide your personal information to us.
- **Individuals Who Refer You.** Other individuals may give us your personal information. For example, if a friend thinks you may be interested in a job at PERI Formwork Systems, Inc., they may give us your contact details and resume.
- **Combining Personal Information from Different Sources.** We may combine the personal information we receive from various sources with personal information we collect from you and use it as described in this Notice.

2. Use of Personal Information

In general, and subject to applicable law, we may use your personal information for operational purposes to:



- Process your job application for employment.
- Manage your relationship with us (e.g., facilitating meetings, communicating with you, providing you with requested information).
- Track an application through the recruitment process.
- Contact (including by email) you or others on your behalf about suitable job opportunities as they may arise.
- Conduct background checks with your authorization.
- Evaluate you in the recruitment and hiring process, including assessing your eligibility for open positions at PERI Formwork Systems, Inc.
- Evaluate you for current and future job opportunities, including matching your skills and interest to applicable job requirements. An Artificial Intelligence (AI) or automated applicant evaluation feature may be utilized to assess if an applicant meets the minimum requirements for an opening at PERI Formwork Systems, Inc.
- Conduct internal analyses to understand the job applicants and/or candidates who apply and to improve our recruitment process, including our diversity and equal employment opportunities efforts.
- Comply with legal obligations (e.g., health and safety, anti-discrimination laws).
- Analyze job applicants and/or candidate life cycle trends, including generating reports in an aggregated and de-identified or anonymized format.

Other Uses. We may combine the information we collect (“aggregate”) or remove pieces of information (“de-identify”) to limit or prevent identification of any particular individual to help with goals like research and recruiting. Once such information has been aggregated and anonymized such that it is no longer considered personal information under applicable data protection law, this Notice does not apply.

Lawful Basis for Processing Your Personal Information. If applicable law requires a lawful basis for processing, our lawful basis for collecting and using the personal information described in this Notice will depend on the type of personal information concerned and the specific context in which we collect or use it. Depending on the jurisdiction in which you live, there may be other applicable lawful bases for processing your personal information that are not listed here.

We normally collect or use personal information from you or others where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms (e.g., to communicate with you, to evaluate your application, to manage our recruitment processes efficiently and fairly), or where applicable, where we have obtained your consent to process for a specific purpose. In certain situations, we may have a legal obligation to collect or retain personal information (e.g., to comply with applicable employment laws and regulations) or need the personal information to protect your vital interests or those of another person.

When we process sensitive personal information about you, we will make sure that one or more of the lawful bases for processing sensitive personal information, as referenced above, applies. For instance, these include processing which is necessary for the purpose of satisfying our obligations in relation to employment law, processing related to data about you that you have

made public (e.g., if you tell us that you are ill) and processing which is necessary for the purpose of establishing, making, or defending legal claims.



If you have questions about or need further information concerning the lawful bases on which we collect, use, store, or otherwise process your personal information, please contact us using the contact details provided in [Section 9](#) of this Notice.

3. Personal Information Sharing

We will never sell your personal information for any reason. Subject to applicable law, including consent (as required), we may share personal information in the following circumstances (where applicable):

- **Internally.** Your personal information may be disclosed to personnel involved in the recruiting and hiring processes, Human Resources, or third-party administrators for recruitment or other legitimate business purposes.
- **Service Providers.** We may share your personal information with service providers in connection with the provision of services including, but not limited to, the following: recruitment, talent acquisition and administration, technology services, Motor Vehicle checks, where allowed by applicable law. We have contracts with our service providers that address the safeguarding and proper use of your personal information.
- **Affiliates.** We may share your personal information with affiliates under common ownership or control of PERI Formwork Systems, Inc., include our parent company and fellow subsidiaries of our parent company, for purposes of recruiting or evaluating job applicants and/or candidates, resource planning, and talent and recruitment as well as other legitimate business purposes such as Human Resources administration and general business management and operations.
- **Recruitment Agencies.** We may share your personal information with recruitment agencies with whom you provided your personal information or make your personal information publicly accessible to recruitment agencies.
- **Public or Government Authorities.** We may share your personal information to comply with our legal obligations, regulations, or contracts, or to respond to a court order, administrative, or judicial process, such as a subpoena, government audit, or search warrant where we are legally compelled to do so. We also may share your information when there are threats to the physical safety of any person, violations of PERI Formwork Systems, Inc. policies or other agreements, or to protect the legal rights of third parties, including our employees, users, or the public.
- **Corporate Transactions.** Your personal information may be disclosed or transferred to relevant third parties in the event of, or as part of the due diligence for, any proposed or actual reorganization, sale, merger, consolidation, joint venture, assignment, transfer, or other disposition of all or part of our business, or assets. If a corporate transaction occurs, we will provide notification of any changes to the control of your information, as well as choices you may have.
- **Consent.** We may share your personal information in other ways if you have asked us to do so or have given consent.

4. Retention of Personal Information

We keep your personal information for no longer than necessary to fulfill the purposes for which it is processed and to comply with applicable law related to your potential employment with us. The length of time for which we retain personal information depends on the purposes for which we collected and use it and/or as required to comply with applicable laws as set out in our records retention policy and/or data handling standard. Generally, this means we retain your personal information to comply with any retention or statutory limitations. For example, if you are offered and accept a job at PERI Formwork Systems, Inc., we retain certain information in your personnel



file; if you are not offered or do not accept the job for which you have applied, we will delete your data after 6 months, unless you authorize us to retain your information for longer with respect to potential future job opportunities. Where there are technical limitations that prevent deletion or anonymization, we safeguard personal information and limit active use of it.

5. Your Choices

This section describes many of the actions you can take to change or limit the collection, use, storage, or other processing of your personal information.

- **Application.** You can access and review your job application. If any personal information is inaccurate or incomplete, you can make changes by emailing hr@peri-usa.com. If you are not offered or do not accept the job for which you have applied, we will keep your information on file in case any other suitable opportunities come up. If you wish to opt out, please contact us by emailing hr@peri-usa.com. Please note that if you opt out of being considered for other suitable opportunities, we will still keep your information on file where permissible by law.
- **Recruiting Messages.** You can opt out of email recruiting messages by sending an email to hr@peri-usa.com. In the email, please indicate that you wish to opt out of email recruiting messages. Please note that we may send you one message to confirm your decision to opt out.
- **Complaints.** We are committed to resolving valid complaints about your privacy and our collection, use, storage, or other processing of your personal information. For questions or complaints regarding our data use practices or this Notice, please contact us via privacy@peri-usa.com.

6. Your Privacy Rights

Subject to applicable laws, you may have certain rights related to your personal information as described in more detail below. To exercise any of these rights, please contact us at privacy@peri-usa.com.

- You can **access** the personal information we store about you, including details of why we are processing it.
- You have a right to **correct** personal information about you that is inaccurate, incomplete, or outdated.
- In certain situations, you can ask that we **erase** your personal information, **object** to, or **restrict** the use of your personal information, or **export** your personal information to another controller.
- Where we rely on your consent to process your personal information, you have the right to **withdraw consent** at any time. This will not affect the lawfulness of processing prior to your consent withdrawal. At any time, you can request that we stop using your personal information for recruiting purposes. See [Section 5](#) (Your Choices) this Notice for more information on your choices.
- If you are unsatisfied with our response to your **complaint**, you have a right to raise questions or complaints with your local data protection authority at any time.

If you make a request to exercise the rights referenced above, we will require you to provide certain information for identity verification purposes. You may authorize an agent to make a request to us on your behalf and we will verify the identity of your agent or authorized legal representative by either seeking confirmation from you or documents that establish the agent's authorization to act on your behalf.



If you wish to exercise these rights, please contact us at privacy@peri-usa.com.

7. Your State Privacy Rights

State consumer privacy laws may provide their residents with additional rights regarding our use of their personal information.

The California Consumer Privacy Act of 2018 as amended (CCPA) provides California residents with specific rights regarding their Personal Information.

- You have the right to request access to your Personal Information that PERI collects, uses, sells, shares, or discloses to third parties.
- You have the right to request the deletion of your Personal Information that PERI collects about you.
- You have the right to limit use and disclosure of sensitive personal information to a third party if PERI uses that information for any purpose other than the designated purpose agreed to.
- You have the right to correct inaccurate personal information that PERI has collected about you.
- You have the right to opt out of the selling or sharing of your Personal Information to third parties.
- You have the right to opt out of automated decision-making including profiling against any information PERI has collected about you.

If you are a California resident, please visit our California addendum to this policy at <https://www.peri-usa.com/california-employee-privacy-policy.html> to learn more about our data collection and retention practices. California's "Shine the Light" law (Civil Code Section § 1798.83) permits users of our platforms that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please contact the Sr. VP of HR (Human Resources) or your HR Generalist or via email privacy@peri-usa.com or toll free at 888-575-9650.

Colorado, Connecticut, Virginia, and Utah each provide their state residents with rights to:

- Confirm whether we process their personal information.
- Access and delete certain personal information.
- Data portability.
- Opt-out of personal data processing for targeted advertising and sales.

Colorado, Connecticut, and Virginia also provide their state residents with rights to:

- Correct inaccuracies in their personal information, considering its nature processing purpose.
- Opt-out of profiling in furtherance of decisions that produce legal or similarly significant effects.

To exercise any of these rights please contact the Sr. VP of HR or your HR Generalist or via email privacy@peri-usa.com or toll free at 888-575-9650. Only where required by law, you may appeal a decision regarding a consumer rights request by emailing privacy@peri-usa.com with the subject line "Appeal."



Nevada provides its residents with a limited right to opt-out of certain personal information sales. Residents who wish to exercise this sale opt-out rights may submit a request at the contact information above. However, please know we do not currently sell any data, thus do not trigger that statute's opt-out requirements.

8. How We Protect Your Personal Information

We have implemented appropriate technical, physical, and organizational measures to protect your personal information from misuse or accidental, unlawful, or unauthorized destruction, loss, alteration, disclosure, acquisition, or access as well as all other forms of unlawful processing. To achieve this, we have developed and implemented an Information Security Management System and other sub-policies and guidelines relating to the protection of your personal information. For example, our staff is permitted to access job applicant and/or candidate personal information only to the extent necessary to fulfill the applicable business purpose(s) and to perform their job, subject to confidentiality obligations.

9. Changes to This Privacy Notice

This Notice will not form part of any potential employment contract, and we may change it sometimes. We will post any changes to this Notice on this page. Each version of this Notice is identified at the top of the page by its version date.

10. How to Contact Us

For questions or complaints regarding our use of your personal information or this Notice, please contact us at:

Email: privacy@peri-usa.com

Postal address: Attn: Privacy and Compliance
PERI Formwork Systems, Inc.
7135 Dorsey Run Road
Elkridge, MD 21075

For job applicants and/or candidates in the European Economic Area (EEA,) the PERI entity to which you applied for a job is the data controller of your personal information, but questions or complaints may still be directed to privacy@peri-usa.com.