

## **Job applicant privacy policy**

This Data Privacy Notice covers practices for the Cision Job applicant process including data collection, data processing and data sharing.

### **Data Collection**

If you are interested to apply for a position at a Cision company or to learn more about a position you may be asked to provide personal information such as contact details or professional background qualification information. This could be collected from you through the Cision Careers website or the Cision website (hosted by Jobvite) or by telephone or by email. The information you provide Cision Careers is processed and used by Cision only for the job recruitment, applicant and placement process.

### **Global Operations, Country Data Transfers, Data Sharing**

Cision and its companies operate with recruiters, job positions and offices in many countries around the globe. In the course of the Cision job recruitment, applicant and placement process, personal data and professional information you provide to Cision may be processed, transferred, shared with individuals participating in the recruiting and interviewing process in Cision companies. We may also use contracted third party suppliers or services in the job recruitment, applicant and placement process. We also reserve the right to disclose your information as required by law, court order, or legal process served on us, when we believe that disclosure is necessary to protect our rights, or to combat suspected fraudulent activities.

### **Website Cookie Use**

The Cision Careers and the Cision Jobvite hosted website may use cookies in the performance of its data collections functions.

### **Application Data Retention**

We will retain candidate's application data for a period of 36 months or as long as a candidate is interested in positions within our organisation.

Talent pipelining is an efficient and required way to recruit talent and offer opportunities to candidates who have had an interest in working with us, in order to meet business requirements in line with our growth strategy.

We have reporting requirements we are obligated to on an annual basis i.e. Diversity reporting, Gender Pay Gap, EEO plan that we submit to the government every April including the last year's applicant's data. However, as the results can take a couple of years to process we require access to legacy applicant information.

We run regular graduate recruitment schemes which enable graduates from previous years to also be considered in the process.

Upon successful hire into the organisation, we will retain candidate's application and onboarding data for the period of time the employee is employed by our organisation.

If we have not had meaningful contact with you or where appropriate for a period of 36 months, we will delete your personal data from our system unless we believe in good faith that the law or other regulation requires us to preserve it. After this period, it is likely your data will no longer be relevant for the purpose for which it was initially collected. For those candidates whose services are provided via a third-party company or other entity, "meaningful contact" with you means meaningful contact with the company or entity which supplies your services. When we refer to "meaningful contact", we mean, for example, communication between us (either verbal or written), or where you are

actively engaging with our services. We will consider there to be meaningful contact with you if you submit your updated CV onto our website or apply to any of our vacancies through any third-party website. We will also consider it meaningful contact if you communicate with us about potential roles, either by verbal or written communication or click through from any of our marketing communications. Your receipt, opening or reading of an email or other digital messages from us will not count as a meaningful contact – this will only occur in cases where you click-through or reply directly.

#### **Candidate Background Checks**

Cision may contract with trusted third parties to perform background check procedures on job candidates. However, before a background check is performed we will contact you to obtain your permission for performance of a background check and to provide you with information about how you can obtain a copy of information from the background check third party supplier if you have questions or concerns.

#### **Data Security**

We have put in place reasonable administrative, technical, and physical safeguards to protect against unauthorized access to the information we collect. However, no security measures are 100% impenetrable and we cannot guarantee against all potential security breaches. Moreover, the transmission of information over the Internet is not inherently secure, and we are not responsible for the transmission of information over networks that we do not control. Your use of our website service demonstrates your assumption of these risks.

#### **Data Transfer in Merger, Acquisitions**

In the event we go through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets, your information may be among the assets transferred.

#### **Subject Access Requests to Data Held**

Some countries have Data Subject Access laws that provides you the right to access the personal data we hold about you. Should you wish to access the information held by us about you, please let us know by contacting us with your specific requests using the information in the Contact Us section below. Any access request may be subject to a small fee to meet our costs in providing you with details of the information we hold about you. If your personal details change, if you have any queries about how we use your information, or if you would like to modify or remove personal data about you that is being held by Us, then you should contact us with your specific requests using the information in the Contact Us section below.

Contact Us

Talent Acquisition EMIA

[talentacquisitionemia@cision.com](mailto:talentacquisitionemia@cision.com)