

Last Updated and Effective Date: May 15, 2024

3Degrees Group, Inc. Job Applicant Privacy Notice (External)

1. Scope and purpose The purpose of this Job Applicant Privacy Notice (“**APN**”) of 3Degrees Group, Inc. (“**3Degrees**”, “**we**”, “**us**” or “**our**”) describes our privacy practices regarding information we collect from our current and prospective employees (“**you**” or “**your**”). This includes the type of information that we gather, the way we use information and our APN regarding disclosing information to others. We reserve the right to change this APN at any time. If we change our APN, we will post an updated version of it. Please check back periodically to see if our APN has been updated. Updates to the APN will be referenced by the "Last Updated and Effective Date" shown above.
 - a. This APN does not cover your use of our products or services (for more information, please refer to our Privacy Policy).
 - b. This APN is intended to serve as a supplement to our Privacy Policy and is specifically related to our processing of personal data related to job applicants.
 - c. If your application is successful, the way we process your personal data will be governed by our internal employee privacy policies (which will be made available to you when you commence your employment or engagement with us).
 - d. When we receive your personal data via a recruiter or other third party with whom you may have engaged, we encourage you to read the relevant third party’s privacy notice(s) to understand how your personal data is processed by such a third party.
2. Personal data collected.
 - a. Please note that the below list may be updated from time to time. As part of the job application process, we may collect the following personal data:
 - i. Basic contact information: name, date of birth, email address, mailing address, phone number, work and personal references and contact information, and other related contact data
 - ii. Employment history: resume, employment history, and professional background
 - iii. Educational information: education history, qualifications, and certifications
 - iv. Demographic information: age, marital status, gender, and military service
 - v. Sensitive personal data: 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 permitted by applicable law
 - vi. Background information: where permitted by applicable law, criminal records and other information collected during background investigations
 - vii. Any other information you voluntarily submit to us in connection with your application including information you provide such during interviews
 - b. This data may be collected from you through an applicant profile, cover letter, resume, application or information you provide directly to us and/or during your interview.
 - c. This data may be collected from third parties such as: former employers, someone referring you, platforms we use for business purposes, job posting websites that you may use to apply with us, publicly-available information (e.g., your public LinkedIn profile where legally permitted), background check providers, recruiters, and/or educational institutions.
3. HOW AND WHY WE USE PERSONAL DATA. The following describes the legal bases on which we process personal data about you:
 - a. To comply with our legal obligations or exercise our legal rights. This may include:
 - i. checks for eligibility to work in the given jurisdiction;
 - ii. formal identification documentation relating to you, such as a passport or driving license;
 - iii. as required by immigration laws; and/or
 - iv. motor vehicle record checks to validate driving license information if you are to drive our vehicles as part of your potential role.
 - b. Legitimate interest. This may include:
 - i. to communicate with you in relation to the job application process;

- ii. to consider your suitability for the role you are applying for;
 - iii. interview notes made by us during or following an interview with you;
 - iv. for security reasons;
 - v. for the protection of our property and for safety reasons; and/or
 - vi. in order for us to take steps to protect your information against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access.
 - c. We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will provide the legal basis which allows us to do so.
4. **PROCESSING SENSITIVE PERSONAL DATA.** If we process sensitive personal data about you, we will make sure that one of more of the specified grounds for processing sensitive personal data applies, including, for example, that the processing is for equality and diversity purposes, satisfying our obligations in relation to employment law, to establish, and/or defend or exercise legal claims.
5. **DATA SHARING.** We do not share or transfer your personal data except in the following limited circumstances:
- a. Internal: Human Resources personnel, personnel involved in the job application process, personnel involved in administration of your application or offer of employment, resource planning, other appropriate persons who may be involved in the job application process, as well as other legitimate business purposes.
 - b. External: third parties where we have a lawful basis. This may include:
 - i. Recruitment agencies – to assist in the recruitment process
 - ii. Your current or former employers – to verify your employment history
 - iii. Background check service providers – to perform checks, where permitted by applicable law
 - iv. Government bodies – to comply with our legal obligations, otherwise comply with the law, when there are risks to someone’s safety, or to protect our legal rights.
6. **How to Contact Us.** We welcome comments and questions on this APN. As stated above, we are dedicated to protecting your privacy, and we will make every reasonable effort to keep your information secure. Questions regarding this APN should be directed through this [form](#). Additionally, you may make your request by writing to 3Degrees Group, Inc., 235 Montgomery St., Suite 320, San Francisco, CA 94104.