

Recruitment Privacy Notice

This privacy notice explains how and why CARFAX (collectively referred to in this document as “CARFAX,” “us,” “we,” or “our”) collects, stores, uses, and shares personal information as part of a position application, recruitment, or registration for job alerts via its careers webpage. This website is not intended for use by children and we will not knowingly allow children to provide any personal information. If you are a minor, please do not provide any information about yourself.

Although CARFAX aims for consistency in its recruitment activities, differences in the applicable law across the various jurisdictions where we operate may mean that this is not always possible. We will process your personal information in accordance with this privacy notice unless to do so would not be permitted under applicable local law.

What personal information do we collect?

We will collect personal information from you, or from an employee of CARFAX or another source that has referred you, as part of a job application, or when you register for job alerts on our careers page. This may include:

- Personal details such as name, home address, telephone number, email address, and country of residence/citizenship;
- Professional details such as current job title, current salary, department, career data, details of your qualifications and academic background, your CV or resume, and other relevant experience or skills that you have;
- Details of third party references.

We may also collect the following types of personal information during further stages of the recruitment process and as part of any referencing process before making an offer of employment:

- If you provide such information to us, details of any adjustments that you may require to attend interviews;
- Identity documents such as your passport, work permit, ID card, and/or driver’s license or other documentation we are required or permitted to collect by law to verify your right to work in the jurisdiction where you are applying for a position;
- Personal information defined as “sensitive personal information” to enable us or a third-party provider engaged on our behalf to undertake appropriate background checks which may include conducting criminal background checks, where permitted or required by applicable law.

Collecting your personal information in relation to criminal history checks

As part of our recruitment process, we, or our service provider who conducts checks on our behalf in accordance with our policy regarding the undertaking of criminal record check, may ask for personal information from you to enable us to undertake criminal history checks, such as your name, address, date of birth and details of any criminal convictions you are aware of.

We will only process personal information relating to criminal history and convictions where:

- The processing is authorized by applicable law, providing for the appropriate safeguards for your rights and freedoms as a prospective employee;
- You have been through our recruitment process and been made a conditional offer of employment with us that is subject only to relevant background checks where permitted.

How do we collect personal information?

We will collect personal information primarily from the information you provide to us as part of an application for employment with CARFAX. We may also collect further personal information from you as part of the interview process, contacting references, and background or criminal record checks where required or permitted. This may also include being provided with your personal information from third parties as part of the referencing process. For example, by being provided with an employment reference from a former employer, or professional body, confirmation of your immigration status, or a criminal background check from the relevant authority in that jurisdiction.

For what purposes do we process your personal information?

We will process your personal information for our legitimate human resources and business management interests in relation to all aspects of the recruitment process, including:

- To send you information about open vacancies, when you have registered to receive job alerts from our careers page;
- To enable our talent acquisition team to contact you to facilitate our application and recruitment processes. For example, discussing your application further, inviting you to interviews, post-recruitment process follow up, and providing you with feedback;
- To assess your suitability for a position you have applied for, based on the information you have provided us as part of your initial application, during interviews and, or from any further assessments you have undertaken as part of the recruitment process;
- To take further steps to enter into an employment contract with you (for example, where you have been successful in a recruitment process and we are extending an offer of employment to you);
- To enable us to verify your right to work in the jurisdiction of the position for which you have applied;
- To meet our obligations with respect to any health and safety requirements, security obligations, or under equality, diversity and discrimination legislation in the relevant jurisdiction where you are applying for a position, including when you might visit our premises for interviews or assessments and require accommodation;
- To enable us to undertake reference, background checks or criminal records checks when required or permitted by applicable law, as part of the final steps of your application

Basis for processing your personal information

As part of our recruitment processes, we will only process your personal information where:

- We have requested and been given your explicit consent to the processing of your personal information;
- The processing is necessary pursuant to a contract with you (for example, where you have accepted an offer of employment and we need to take steps in accordance with the agreement that require processing of your personal information);
- The processing is necessary for compliance with our legal or regulatory obligations; and/or
- The processing is necessary for our legitimate interests or the interests of any third-party recipient who receives your personal information.

How do we protect your personal information?

We adhere to applicable data privacy laws and take reasonable steps to protect the confidentiality, availability, and integrity of the collected personal information against unauthorized access, disclosure, or loss. We also maintain physical and electronic and procedural safeguards to protect your personal information from unauthorized access or intrusion.

Who do we share your personal information with?

Within CARFAX, we will disclose your personal information only to employees who have a business need to know, such as managers, CARFAX employees, or our service providers who may be involved in the recruitment and on-boarding process. We may also transfer your personal information to service providers who assist as part of our recruitment process (such as assessment providers or on-boarding service providers).

We may also share your personal information with professional advisors, regulatory, public, or governmental bodies when required to do so by applicable law, or as permitted by law for the establishment, exercise, or defense of legal claims or if necessary in connection with a potential merger or acquisition of the company.

There may be other circumstances where we disclose your personal information with your consent.

Storage of personal information

We will store your personal information as reasonably required for a permitted purpose.

Contact Information

If you have any questions or concerns about this Recruitment Privacy Notice, or the collection, processing or disclosure of your personal information, please contact the CARFAX human resources team at HRQuestions@carfax.com.

Updates

This Recruitment Privacy Notice for prospective job applicants was last updated in February 2022. We reserve the right to update and change this notice from time to time to reflect changes in the way in which we collect, store and process your personal information or changing legal requirements. We recommend that you review this notice regularly to keep up to date with any such changes.