

## **Candidates Privacy Notice**

We, at the Company (collectively: “**Company**”, “**we**”, “**us**”, “**our**”), put great efforts into making sure that we secure Personal Information related to you and use it properly. This Notice explains our privacy practices and how we handle Personal Information related to you when you apply for a job with us. Specifically, this notice (“**Notice**”) will provide details about:

- What Personal Information job applicants (“**Candidates**”) are required to submit;
- What we do with such Personal Information and how we process it; and
- The rights that you, as a Candidate, have in connection with the Personal Information and job application materials submitted by you during the job application and recruitment process, as applicable in your jurisdiction.

“**Personal Information**” means any information relating to an identified or identifiable natural person.

Please note that incorrect, outdated, or erroneous information will impair our ability to consider your candidacy.

If after reading this Notice, you find that it does not align with your views or wishes, you should refrain from continuing the recruitment process, we will be sorry for that, but it is your full right. Please note that if you do not provide your consent to the processing practices in accordance with this Notice, your recruitment process may be affected.

### **Personal Information That We Collect**

When you apply for a job with us, we will ask you to provide certain Personal Information that will help us evaluate your qualifications and candidacy and to stay in touch with you during the job application and recruitment process. Where permitted by law, we will collect the following information:

- ✓ Personal information connected to the identification of a Candidate such as: first name and surname;
- ✓ Contact information such as phone number and email address;
- ✓ Eligibility information such as resume/CV, cover letter, employment history (employers, job titles, length of employment) and educational background and training, linguistic capabilities, job skills, personal interests, and your portfolio if relevant;
- ✓ Verification and background information and documents such as diplomas and certificates;
- ✓ Reference materials and documents such as job references and letters of recommendation, job salary/payment history, military records (if permitted by law), titles and licenses, immigration visa status, and security clearance;
- ✓ Social media information such as your LinkedIn profile;
- ✓ Information that you provide us about your work and personality traits such as answers during an interview, answers to essay questions, or information about your salary expectations and work preferences;

### **Purposes For Collecting and Processing Personal Information Related to You**

We collect Personal Information related to you for recruiting purposes so that we can assess your candidacy and suitability for a job with the Company, contact you during the job application and recruitment process, and offer you an employment contract if we decide to hire you.

We will also use Personal Information related to you for the Company's human resources management, including:

- ✓ For the Company's HR record keeping purposes;
- ✓ To comply with diversity, inclusion and other legal requirements, and to protect the Company's legal rights;
- ✓ To develop and manage our recruitment processes effectively.

### **Sharing Personal Information Related to You**

We will share Personal Information related to you in the following instances:

- ✓ With any of our affiliate entities to facilitate your application and the job recruitment process. We will share Personal Information related to you only to the extent necessary for the purposes of the job application and recruitment process and we will do so in accordance with this Notice.
- ✓ With third party service providers that provide business functions or services to the Company (for example, data storage providers and third party recruiting firms).
- ✓ With law enforcement or other authorities (including immigration, health, tax, national security) when it is necessary to protect our interests.
- ✓ With other entities when it is required as part of a merger, acquisition, or assignment of part or all of our business with those entities.

### **Statistical and anonymized information**

Anonymous aggregated and statistical information is not subject to privacy laws. We are free to collect, share, and use this type of data without restriction. However, if we use this type of data, we will not take any action that knowingly might reveal your identity.

### **Retention of Personal Information Related to You**

We may store and process data in various sites throughout the globe, including in Israel and in sites operated and maintained by cloud-based service providers in the United States.

If you are a resident in a jurisdiction where the transfer of personal Information related to you to another country requires your consent, then hereby you consent to such transfer.

### **How Do We Secure Personal Information**

We implement systems, applications, measures, safeguards, and procedures designed to secure Personal Information and minimize the risks of theft, damage, loss of information, or unauthorized access or use of Personal Information.

These measures provide sound industry-standard security. However, although we make substantial efforts to protect your privacy, we cannot guarantee that Personal Information will be immune from any wrongdoings, malfunctions, unlawful interceptions or access, or other kinds of abuse and misuse.

### **What Are Your Rights?**

Right to Review Personal Information: You have a right to review personal Information related to you which is held in our databases, subject to certain applicable legal limitations.

Right to Correct Personal Information: If you find that any of the personal Information related to you is inaccurate, incomplete, unclear, or outdated, you may request that this personal Information be corrected or deleted. If we decide to refuse your request, we will notify you of our refusal in accordance with applicable law, and you may appeal our decision.

Right to Delete Personal Information Transferred From the EEA: If personal Information related to you is transferred to us from the European Economic Area (EEA) by a source other than yourself, you have the right to request its deletion. Such deletion request is subject to limitations under applicable laws.

Even if we do not accept you for a job, we will keep your resume and other information related to your candidacy and will be in contact with you in the future, in case you are found suitable for another role. At any time after submitting your application, you may cancel your application or request the deletion of information you submitted to us, by writing to the e-mail address: [cs@hmisrael.co.il](mailto:cs@hmisrael.co.il). Even if we delete the information, we will retain details of the fact that you contacted us, for control and documentation.

### **How do We Change this Notice?**

From time to time, we will need to update this Notice and we will post a notice of the update. We will give you a reasonable period of time to object to any changes. If you choose not to accept the updated notice, please send us a notice about it to: [cs@hmisrael.co.il](mailto:cs@hmisrael.co.il).