

MANAGERPLUS RECRUITMENT PRIVACY NOTICE

Last update: 3-26-19

WHO WE ARE

ManagerPlus Solutions, LLC, (“ManagerPlus”) is a software development organization in the United States that owns and operates the proprietary maintenance management solutions software also called ManagerPlus. The ManagerPlus software is designed to assist organizations of all sizes better manage the maintenance of their equipment and assets with functionality to organize records, manage work requests, schedule maintenance, and provide parts inventory.

This Privacy Notice applies to all personal data of job applicants processed by ManagerPlus or in connection with the career pages on the ManagerPlus website, <https://www.managerplus.com/>.

ABOUT THE CAREER SECTION ON THE MANAGERPLUS WEBSITE

You can apply for a position within ManagerPlus through our online recruitment system on the Career Opportunities section of our website. You may apply for specific vacancies posted by submitting your application online hosted by our third-party processor, which is currently iSolved Hire. You may also request that we email the job or similar jobs to you or sign up for job alerts but you will be required to submit your application through the online recruitment process. We also have a feature that allows you to share a link to a job vacancy through social media.

Our goal at ManagerPlus is to recruit excellent talent to join our team. Our teams are made up of resources who value feedback, collaboration and growth. We look to recruit people who have a drive to excel and a strong desire for continuous learning. To achieve these goals, ManagerPlus collects and processes personal information about its applicants.

INFORMATION WE COLLECT

We and our service providers collect personal data for recruitment purposes through our online application process either directly or via LinkedIn or by communicating through email.

We invite you to upload your resume and other relevant documents and ask you to provide us information about your work experience, education, skills, behaviors, motivations, licenses and certifications as well as other information that you want us to view as part of your application. We also ask when you are available to start employment.

As required under law, we invite you to participate in an EEOC Voluntary Self-Identification survey and notify you of your rights pursuant to federal labor laws. Participation in this survey is voluntary.

If you choose to connect your LinkedIn profile upon applying for a position on the ManagerPlus website, you will share certain personal data from your social media account with us, such as your name, e-mail address, skills, and any other information you choose to make accessible to use when you connect your LinkedIn account.

We use cookies and other similar technologies to collect certain technical and usage information. For more information regarding our data collection using these technologies, please see our Privacy Policy, which is available on our website, https://www.managerplus.com/privacy_policy/.

HOW WE USE COLLECTED INFORMATION

We collect and process personal information for recruitment purposes, including information that helps us manage applications and determine how you meet our organizational and job role selection criteria. We also communicate with you about your application including requests for additional information, interviews and notifications regarding the process. We also process personal information as we, in our sole discretion, otherwise determine to be necessary to comply with applicable law.

We process your personal data as described above according to one or more of the following lawful bases, depending on each specific context and the types of personal information concerned:

- Processing in our legitimate interests (not superseded by your rights) of operating a business, including recruiting talent to fill vacant positions.
- Processing as necessary to comply with legal obligations. For example, in the event that you are hired, we process as necessary to establish and fulfill a contract of employment with you.

HOW YOUR PERSONAL DATA IS SHARED

We share your personal data with the following types of recipients:

- Third-party service providers. We currently utilize iSolved Hire for our online recruitment, which is a cloud-based software application product of iSolved HCM, LLC, a limited liability company located at 13024 Ballantyne Corporate Place, Suite 400, Charlotte, NC, 28277 in the United States. We may change to a different recruitment services provider at any time without notice to you, but will take steps to ensure that protection of your data privacy rights is not impaired by such change. In addition, we use third-party service providers for services like cloud hosting, analytics or other technical tools. These service providers only process your data as directed by us. We do not sell your personal information to third parties.
- Law enforcement or regulatory authorities, government agencies, courts of law or other third parties.

STORAGE OF YOUR PERSONAL DATA

We store information on servers located in the United States.

DATA SECURITY

We use technical and organizational measures to protect the personal data that we store, transmit, or otherwise process, against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access. The practical reality is, however, no data transmissions over the Internet can be guaranteed to be 100% secure. Therefore, we cannot ensure or warrant the security of any information you transmit to us and you understand that any information that you transfer to us is done at your own risk. If we learn of a data breach that is likely to affect the security of

your personal data, we may attempt to notify you electronically via email so that you can take appropriate protective steps and/or by posting a notice on our website if a data breach occurs. Depending on where you live, you may have a legal right to receive notice of a security breach in writing.

DATA RETENTION

We retain your personal data for a reasonable period of time to fulfill the processing purposes outlined above. For example, your personal data is retained directly by ManagerPlus for up to six months after the application and selection process is finalized for each position posted. In the event you are not selected, ManagerPlus deletes or destroys your personal data, unless we determine it necessary to retain for longer periods to fulfill our legitimate interests such as resolving disputes. In order to fulfill our obligations under the law including Affirmative Action, ManagerPlus uses a third-party service provider to process and store the information you submit through the online recruitment process. This information is necessarily retained by the third-party service provider. The Privacy Policy of the third-party service provider may apply to your personal data. You may read their Privacy Policy by clicking on links available on the job posting web pages and electronic forms. In the event you are selected and enter an employment agreement, your personal data is retained further and becomes part of your employment file and also your profile.

YOUR RIGHTS

Depending on your residency, you may have certain rights that you may exercise in relation to your personal data, subject to applicable lawful exemptions. Where the EU General Data Protection Regulation (“GDPR”) applies, your rights consist of:

1. The right to be informed;
2. The right of access;
3. The right to rectification;
4. The right to erasure;
5. The right to restrict processing;
6. The right to data portability;
7. The right to object; and
8. The rights in relation to automated decision making and profiling.

You may also have a right to lodge a complaint with a supervisory authority or other regulatory agency if you believe that we have violated any of the rights concerning personal data about you. We encourage you to first reach out to us so we have an opportunity to address your concerns directly before you do so. You may also contact us with your personal data inquiries or for assistance in modifying or updating your personal data and to exercise your rights. Our contact details are provided at the end of this Privacy Notice.

EFFECTIVE DATE AND AMENDMENTS

This document is effective 3-26-19. This document may be amended from time to time

CONTACT US

Inquiries may be made to:

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