



PJG Applicant Privacy Notice

At PJG, we are committed to protecting the privacy and confidentiality of your personal information. This Applicant Privacy Notice explains how we collect, use, store, and protect the personal data you provide when applying for a position with PJG.

By submitting your application, you agree to the terms outlined in this Privacy Notice.

1. Information We Collect

As part of your application process, we collect personal information to evaluate your qualifications for the position you are applying for. The types of personal data we may collect include:

- **Personal Identification Information:**
 - Full name, address, contact details (phone number, email), date of birth, and other personal identifiers.
- **Application and Resume Data:**
 - Information provided in your resume or CV, including your education, qualifications, previous work experience, references, skills, and certifications.
- **Job-Specific Data:**
 - Job position preferences, availability, expected salary, and any other information necessary to assess your candidacy for the role.
- **Background and Screening Data:**
 - Information for background checks, such as criminal record checks (where applicable), reference checks, employment history verification, and other pre-employment screenings.
- **Equal Opportunity Data:**
 - Voluntary demographic information (such as race, gender, disability status) for equal opportunity and diversity tracking. This is provided at your discretion.

2. How We Use Your Information



The personal information we collect from your job application is used for the following purposes:

- **Application Processing:** To assess your qualifications, experience, and suitability for the position you applied for.
- **Recruitment and Hiring Decisions:** To evaluate your application, conduct interviews, and determine your eligibility for the role.
- **Background and Reference Checks:** To verify the information you have provided, conduct background screenings, and assess your suitability for the position.
- **Compliance with Legal and Regulatory Requirements:** To ensure that we comply with relevant employment laws, equal opportunity regulations, and other applicable legal requirements.
- **Communication:** To contact you regarding the status of your application, schedule interviews, or provide further information related to the recruitment process.

3. How We Protect Your Information

PJG is committed to securing your personal information through various security measures:

- **Data Encryption:** Sensitive data, such as your contact information and employment history, is encrypted to ensure it is protected during transmission and storage.
- **Access Control:** Access to your personal data is restricted to authorized personnel involved in the recruitment process. We maintain strict policies to ensure that your information is not accessed or shared inappropriately.
- **Secure Storage:** Your personal data is stored in secure systems with necessary cybersecurity protections, including firewalls and password protection.
- **Data Retention:** We retain your personal data only for as long as necessary to complete the recruitment process. If your application is unsuccessful, we may retain your data for future job opportunities, unless you request otherwise.

4. Sharing Your Information

We may share your personal data in the following situations:

- **Internal Sharing:** We may share your data within PJG with employees involved in the hiring process, such as HR staff, hiring managers, and relevant department heads.
- **Third-Party Service Providers:** We may share your information with third-party vendors who assist in the recruitment process, such as background check providers, job board



platforms, or recruitment agencies. These third parties are required to protect your data and comply with applicable privacy laws.

- **Legal Compliance:** We may disclose your personal information if required to do so by law, such as to comply with legal obligations or to respond to lawful requests from government authorities.

5. Your Rights Regarding Your Data

Depending on your location and applicable laws, you may have certain rights regarding your personal data. These may include:

- **Access to Data:** You have the right to request a copy of the personal data we hold about you and understand how it is being used in the recruitment process.
- **Correction:** You may request that we correct or update any inaccurate or incomplete information we hold about you.
- **Deletion:** You may request the deletion of your personal data if it is no longer necessary for the recruitment process or if you withdraw your application, subject to any legal or contractual requirements.
- **Withdrawal of Consent:** If we have obtained your consent for specific uses of your data, you may withdraw that consent at any time.
- **Objection:** You have the right to object to the processing of your data in certain circumstances.

To exercise any of these rights, please contact us using the contact information below.

6. Data Retention

PJG will retain your personal data for as long as necessary to evaluate your application and consider your candidacy. If your application is unsuccessful, we may retain your information for future job opportunities or for compliance with legal obligations. You may request the deletion of your data if you do not wish for it to be retained for future opportunities.

7. Updates to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our recruitment practices, services, or legal requirements. If we make significant changes, we will notify you and



provide an updated version. The most recent version will always be available on our website or can be requested from us.

8. Contact Us

If you have any questions, concerns, or requests regarding this Applicant Privacy Notice or how we process your personal data, please contact us