



Privacy Statement

L.K. Jordan & Associates and its subsidiaries ("L.K. Jordan") respects your privacy and we acknowledge that you have certain rights related to any personal information we collect from you, and we have certain obligations in respect of the same. L.K. Jordan & Associates supports the various international and local privacy laws, and has procedures in place to meet the requirements of those laws.

The following information discloses our privacy principles in addition to our practices for gathering, storing, and using your personal information. We encourage you to review this information so that you may understand and consent to how we may collect, use, and share your personal information. Unless you provide sufficient personal information, we may be unable to properly assist you with your request for employment, placement, or job-matching or workforce solutions to be performed by L.K. Jordan & Associates.

Information We Collect

In order for L.K. Jordan & Associates to provide its services of recruiting and placing individuals for potential work assignments (and related services) with its customers and/or directly at L.K. Jordan & Associates acting as employer or hirer of record for individuals employed or engaged by L.K. Jordan & Associates, or provide its human resources related services to its customers, L.K. Jordan & Associates must collect certain personal information from and about individuals who are candidates, employees, contractors, and former employees.

The types of personal information collected, processed, and stored by L.K. Jordan & Associates will be limited to that which is used to match candidates with potential positions, employ individuals, offer candidates placement at its customers, refer for employment to a customer, provide general work seeking services, perform employment data analysis, or is necessary for the performance of other requirements when acting as an employer, hirer, or employment agency. Such information may include:

- Name;
- Contact information (address, phone number, e-mail address);
- User ID and password or PIN if you register through L.K. Jordan's sites;
- Employee identification number;
- Date of birth;
- Driver's license number and contents;
- Contents of any other identification provided to L.K. Jordan & Associates for application or employment purposes;
- Education and employment history;
- Work-related skills and experience;
- Professional credentials or licenses;
- Membership in professional organizations;
- Any other information contained on an individual's Curriculum Vitae (CV);
- Citizenship and work authorization status;
- Disability and health-related information;
- Next of kin or emergency contact information;
- Information from and related to publicly published profiles you have created on job-related social media platforms and job boards (such as LinkedIn, Monster, or Indeed);
- Information provided by references; and
- Information regarding your career interests, preferences, and qualifications.



In addition, under certain circumstances and consistent with prevailing laws, L.K. Jordan & Associates may request types of personal information that are viewed by some countries as "sensitive:"

- National or Tax Identification Number/Social Security Number;
- Financial or bank account information;
- Tax-related information;
- Results of drug, criminal, and/or background screenings;
- Benefits selections, potentially including health insurance and retirement planning information;
- Biometric data;
- Membership in trade unions;
- Information contained within your personnel file with L.K. Jordan & Associates, such as performance reviews, disciplinary action, and other payroll related information; and
- Health information, including that related to a work-related claim (e.g. Workers' Compensation Claim)

In some jurisdictions, in order to comply with statutes, rules, and regulations pertaining to equal employment opportunities or to assist L.K. Jordan & Associates in compiling data for its equal opportunities practices and reporting, we may also ask you to provide gender, race/ethnicity, disability, or veteran information. The provision of this type of information will be voluntary, unless it is required by law, and failure to provide this information will not hinder your employment or project opportunities.

Finally, interactions with L.K. Jordan-related websites and mobile applications may result in the collection, processing, and storage of information:

- Geolocation data;
- Other information you may provide to us, such as through surveys, interactions with our Social Media, or other mediums used to contact L.K. Jordan & Associates.

Some L.K. Jordan & Associates' sites require you to provide personal information, such as when you create a profile and log-in credentials. Instead of having to type in your personal information, some of these functionalities may allow you to use third-party authentication tools such as Facebook, Twitter, and Google to populate certain fields. By authenticating through one of the social media options, you allow us to receive your personal and other information that is accessible through these tools. This information may be incorporated into your profile. For any such tool you choose to use, we encourage you to also review the tool provider's privacy policy and any terms and conditions.

We may use personal information to permit you to participate in live social media feeds. If you choose to participate, your public username may be displayed on the sites along with your post, including, but not limited to, comments, images, and video.

We may provide you with access to third-party functionality that allows you to post content to your social media account(s). Any information that you provide through use of this functionality is governed by the applicable third party's privacy policy, and not by this Privacy Statement.

How We Use the Information

L.K. Jordan & Associates will use the information it collects in order to recruit, assess, and match candidates with potential positions or assignments, offer candidates placement at its customers, refer for employment to a customer, respond to inquiries, or perform other tasks that are necessary when acting as an employer or potential employer. For example, these activities may include providing human resource services,



processing and administering payments and payroll, administering benefits, providing counseling, training, or discipline, complying with health, safety, and internal policies, corporate management, career and performance monitoring, and employment contract administration. In addition, information may be used for other legal purposes, such as audit, security, fraud prevention, or preserving and defending L.K. Jordan & Associates' legal rights.

For the data subject, uses may also include contacting you via regular mail, e-mail, phone, or text message about our company or job openings that match your stated preferences, qualifications, and/or profile. These communications will only come directly from L.K. Jordan & Associates (or agents working on behalf of L.K. Jordan & Associates). At all times, you may opt out of receiving these communications; for details see the Your Rights and Choices section below.

L.K. Jordan & Associates may also use the information it collects about you to perform data analysis, research, and studies to assess the candidate, employee, and contractor population to:

- Recruit, match, and present potential placement opportunities;
- Analyze trends in hiring and placement opportunities;
- Evaluate workforce trends related to requested and available skills and experience;
- Research, implement, and market business opportunities;
- Analyze employee distribution, succession planning, and corporate organization.

Data that has been anonymized does not personally identify you and is not covered by this Privacy Statement.

When information is collected through other interactions, it will only be used in connection with that interaction unless specifically stated otherwise.

L.K. Jordan & Associates will retain your personal information for as long as is necessary to provide you with the services requested, except where retention of personal information is necessary for compliance with a law, regulation, or other legal authority, or is otherwise permitted to be maintained for other legal purposes, such as audit, security, fraud prevention, or preserving and defending L.K. Jordan & Associates' legal rights.

Where Your Information May Be Shared

L.K. Jordan & Associates holds its employees, agents, and suppliers accountable for maintaining the trust that you place in us with your personal information. Your information will not be used or shared except as described within this Privacy Statement.

In order to efficiently manage your recruitment, placement, and employment, your information may be shared with other L.K. Jordan & Associates entities, or with third party service providers that may be engaged to assist in managing the processes required to provide these services. Any engagement of a third party service provider will be governed by appropriate contractual requirements prohibiting the use of your information for any purposes beyond those specifically directed by L.K. Jordan & Associates, and requiring that they ensure sufficient administrative and technical security mechanisms are in place to prevent your information from being improperly used, disclosed, or accessed.

As is necessary for the performance of employment and outsourcing services for you, as part of the recruitment, placement, and employment process, L.K. Jordan & Associates may share your personal information with customers for potential placement or employment opportunities with those customers who are seeking employees that match your qualifications and profile, or to the company to which you have been



assigned to work, in order to integrate with their application and employment processes, and only for recruitment, placement, and employment purposes.

Cookies and Web Beacons

L.K. Jordan & Associates' website may use "cookies" to help personalize the online experience. A cookie is a piece of data stored on the user's computer or mobile device tied to information about that user. They also allow us to identify those devices when they return to a site. You can set your browser to notify you before you receive a cookie, giving you the option of whether to accept it. You can also set your browser to turn off cookies. If you do so, areas of some sites may not function properly. L.K. Jordan & Associates uses both session ID and persistent cookies. A session ID cookie simply expires once the user closes the browser. A persistent cookie is a small text file stored on the user's hard drive for an extended period of time. These can be removed by following Internet browser help file directions.

To help us provide better service, we sometimes collect anonymous information from visits to our sites through the use of "web beacons." These do not access your personal information, but rather allow L.K. Jordan & Associates to log users who have visited our websites. This anonymous information is sometimes known as "clickstream data." L.K. Jordan & Associates or its vendors may use this data to analyze trends and statistics to help us provide better customer service. If you do not want your transaction details used in this manner, see the paragraph above on cookies.

Links: For links to non-L.K. Jordan & Associates organizations, L.K. Jordan & Associates is not responsible for the privacy practices or the content of such websites. We recommend you review the terms and conditions of use and privacy policies in place on such websites.

Your Rights and Choices

The amount of personal information you are required to supply when requesting our services will be limited to that which is relevant to supply such services. We may periodically use your contact information to send you updates via e-mail in order to alert you to promotional opportunities or services relevant to your interactions with L.K. Jordan & Associates, such as jobs in our database that match your selected criteria. Each notification will provide instructions on how to opt out of receiving similar e-mails from the registered service or resource. At the point where we request personal information about you, our site also gives you the opportunity to decide which communications you wish to receive. The database is automatically updated with your preferences when you opt out. When your interactions with L.K. Jordan & Associates have resulted in your registration for multiple services or resources it may be necessary to opt out from each service separately.

Additionally, you have the right to request access to, withdraw your consent to the use and processing of, and request the correction of inaccuracies or erasure of your information that L.K. Jordan & Associates maintains about you, subject to L.K. Jordan & Associates' obligations to maintain your information under applicable laws. L.K. Jordan & Associates may limit or deny requests for access or charge reasonable fees for access, except as prohibited by applicable law.

Because such information is necessary to the performance of recruitment, placement, and employment services that L.K. Jordan & Associates provides to you, any request to withdraw consent for processing, or request erasure of your information may result in L.K. Jordan & Associates being unable to continue providing its services such as recruitment, placement, or employment.



Protecting Your Information

L.K. Jordan & Associates takes care to secure your personal information. We regularly monitor industry standards for securing information, and review our physical, technical, and organizational security practices in order to determine how best to prevent the loss, misuse, alteration, unauthorized access, destruction, or disclosure of your personal information.

L.K. Jordan & Associates provides individuals with the ability to resolve complaints or make inquiries directly with the company by contacting human.resources@lkjordan.com or through other methods outlined in the section titled How to Contact L.K. Jordan & Associates.

Updates to this Privacy Statement

L.K. Jordan & Associates may update this Privacy Statement from time to time, so please review it frequently. If we change our Privacy Statement, we will post the revised version here, with an updated revision date. If we make significant changes to our Privacy Statement, we may also notify you by other means prior to the changes taking effect, such as, but not limited to, sending an e-mail or posting a notice on our website.

How to Contact L.K. Jordan & Associates

If you have any questions or comments about this Privacy Statement, would like to exercise any of your rights under applicable data protection law, or believe that L.K. Jordan & Associates has not adhered to this Privacy Statement, please e-mail our data protection officer at human.resources@lkjordan.com. Additionally individuals can contact L.K. Jordan & Associates in the U.S. at:

L.K. Jordan & Associates
321 Texan Trail, Suite 100
Corpus Christi, Texas 78411, U.S.A