



# Candidate Privacy Notice

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Welcome to Pontoon Solutions (including Pontoon Solutions, Inc. and/or its applicable affiliated companies such as, but not limited to: Pontoon Europe Limited; Pontoon Philippines, Inc.; Pontoon Singapore Pte. Ltd.; Pontoon Australia Pty Ltd; Pontoon Germany GmbH; Pontoon Solutions Indonesia; Adecco Holding Emirates B.V.; Adecco Projecten B.V and PONTOON (France)) (“Company”, “we”, “us”, “our”) is committed to protecting and respecting your privacy.

If you have received this Candidate Privacy Information Notice (‘Privacy Notice’) from us, you are currently listed as or may be about to become listed as a candidate within our candidate database.

We are a human resources service provider (described more in detail below), and, as you may expect, to properly perform our services, we collect and use information about you, and we want to be transparent about this.

We are committed to protecting and respecting your privacy, and this Privacy Notice describes, among other things, the types of information that we collect about you in the performance of our business, how we use such information, and your privacy rights in relation to the information about you that we handle.

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## Some terms to be clear about and general information

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In this Privacy Notice, you will be referred to as **'you'**.

When we use **'us'**, **'we'**, **'our'**, or the **'Company'**, we mean the applicable Pontoon legal entity (e.g. Pontoon Solutions, Inc. and/or its applicable affiliated companies such as, but not limited to: Pontoon Europe Limited; Pontoon Philippines, Inc.; Pontoon Singapore Pte. Ltd.; Pontoon Australia Pty Ltd; Pontoon Germany GmbH; and/or PONTOON (France)).

Another term we use from time to time here within is **'The Adecco Group'**. You should know our Company is part of The Adecco Group, an organization of related companies located across the world whom are all subsidiaries of the same ultimate parent company, Adecco Group AG (a legal entity based in Switzerland). The Adecco Group companies perform a range of services including but not limited to temporary staffing and direct hire placement services, payroll services, recruitment and selection services, testing solutions services, career transition services, talent development services, training and education services, outplacement and international mobility services. When referring to the entirety of The Adecco Group herein, we will say **'The Adecco Group'**. When we refer to the other companies within The Adecco Group, we say our **'affiliates'**.

When we refer to a candidate portal (**'Candidate Portal'**) or app (**'App'**) herein, we mean a portal or app for our candidates that may be used to leverage our services. When available and utilized, the Candidate Portal or App may, among other things, allow you to create a candidate profile and/or search and apply for jobs we post which may match your interests, skills, preferences, and/or experience.

Keep in mind this Privacy Notice is about information about people. Such information identifies or relates to you and includes facts about you and opinions about you and that you hold ("I'm a football fan" for example). This type of information is sometimes called **'Personal Information'**, **'Personal Data'**, **'Personally Identifiable Information'** or **'PII'**. We use the term **'Personal Data'** in this Privacy Notice. This Privacy Notice is not about information about us (although sometimes the two overlap).

## What Personal Data do we collect and use?

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As a candidate for job opportunities, we collect and use Personal Data about you as part of the recruitment process (for example, in order to evaluate your suitability for certain employment opportunities and to make hiring decisions). The categories of Personal Data that we collect includes, but is not limited to:

- **Identifiers:** This includes your name (first and last), e-mail address, telephone number, physical address, copies of and documents evidencing your identity and eligibility to work in the United States or other location as applicable, as well as photos, videos, or other recordings of your attendance at a video interview or training or similar sessions, where applicable. This also includes your online user account details if you create an account with us (whether via our website, our App or otherwise).
- **Education and Qualifications:** This includes your resume, CV, cover letter, educational background, training courses and internships, work experience, skill sets (for example, foreign language skills), third-party employment references or referrals, and any other information you listed on your resume or CV.
- **Correspondence and Feedback:** This includes records of correspondence, if you contact us, feedback about you from our staff and third parties and where you give feedback on others, and your own feedback about us and our services through our satisfaction surveys.
- **Social Media Information:** This includes Identifiers and other information you choose to make available on your public profiles on social media (Facebook, Twitter, LinkedIn, etc.), and other public locations (Job Boards, company websites, etc.).

- **Technical Data** means internet protocol (IP) addresses from which you access the Portal and our or others' products and services, cookies (as set out in our [Cookies Notice](#)), your login data (such as the time, date and duration), the browser type and version you use to access our or others websites, apps and products and services, time zone settings of your device and your device location, the browser plug-in types and versions you use to access the Portal and our or others websites, apps and products and services, the operating system and platform type of the device you use, and other technology on the devices you use to access the Portal, our apps, websites, products and services, premises data including CCTV and door entry systems.
- **Phone Calls Data** includes the number you spoke with us from, the time, date and duration of that contact.
- **Profile Data** means your username and password, your interests, preferences, feedback and survey responses.
- **Marketing Communications Data** means information about how you respond to email marketing campaigns.

## Do we collect and use sensitive Personal Data?

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In some cases, the personal information that we collect will also include 'special categories of data' (also known as or 'sensitive information'), we call this **Sensitive Data (i)**. This may include (as applicable) details of any disabilities and any accommodations we may need to make for you in the workplace as well as diversity related information (including data about racial and ethnic origin, political opinions, religious beliefs and other beliefs of a similar nature, trade union membership and data about sexual life and sexual orientation), or health data (such as sickness records, disability records, fitness for work and health insurance where it contains data relating to sickness), data about alleged or proven criminal offences in each case where required or permitted by, and in compliance with, applicable law.

Depending on the relevant circumstances and applicable local laws and requirements, we may collect some of the information listed above to enable us to offer you employment opportunities which are tailored to your circumstances and your interests.

## How do we obtain your Personal Data?

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We often collect Personal Data directly from you. When you interview with us, email us, call us, or when you apply for a position (whether via our website, via our App, via third parties such as job boards or social media sites, or otherwise), we may collect Personal Data such as your Identifiers, Education and Qualifications, Correspondence and Feedback, Social Media Information, and any Information You Choose to Provide, described in further detail above.

We also collect Personal Data about you from third parties such as references you identify and/or service providers who assist us with our services, such as companies providing employment verifications. The Personal Data about you may include your Identifiers, Education and Qualifications, and Social Media Information, described in further detail above.

We also collect Personal Data about you from social media platforms (such as Facebook, Twitter, LinkedIn), company websites, and other publicly available sources.

Purposes of the processing	Type of data	Legal basis to process your personal information	Retention period
To provide you with our services by finding you suitable jobs/assignments to apply for, helping you with training, or facilitating the process of applying for jobs/assignments. This includes sending your CV to prospective employers for their consideration and keeping you informed of future work opportunities by email, telephone, mail and/or other communication methods.	a) Identity Data; b) Contact Data; c) Qualifications and Working Experience Data; d) Social Media Data; g) Profile Data	Performance of a contract or taking steps prior to entering a contract	Up to <b>3 years</b> from your last activity (last job application, interview, phone call or assessment) in the Portal.
To provide you with our services by assessing and selecting or rejecting your job application including, for example, setting up and conducting interviews.	a) Identity Data; b) Contact Data; c) Qualifications and Working Experience Data; d) Social Media Data; g) Profile Data	Performance of a contract or taking steps prior to entering a contract	Up to <b>3 years</b> from your last activity (last job application, interview, phone call or assessment) in the Portal.
To provide you with our services by assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment	a) Identity Data; b) Contact Data; c) Qualifications and Working Experience Data; d) Social Media Data; g) Profile Data	Fulfilment of our legitimate interests to improve our systems	Up to <b>3 years</b> from your last activity (last job application, interview, phone call or assessment) in the Portal.
To make any adjustments that you may need in the workplace.	a) Identity Data i) Sensitive Data	- Compliance with legal obligations such as labour, discrimination and disability legal obligations	Within <b>2 years</b> of your last activity (last job application, interview, phone call or assessment) in the Portal.
To send you direct marketing, for example, via e-mail, messaging or telephone.	a) Identity Data b) Contact Data	Consent	For as long as you have opted in to receive our marketing.
To further develop, test and improve our website/Portal, or other existing or new systems/processes to better serve you.	e) Technical Data g) Profile Data	Performance of a contract	Up to <b>2 years</b> from your last activity (last job application, interview, phone call or assessment) in the Portal.
To troubleshoot technical call problems on our networks.	a) Identity Data b) Contact Data e) Technical Data	Fulfilment of our legitimate interests to deal	Up to <b>6 months</b> after fixing of the technical issue

	f) Phone Calls Data	with technical issues affecting our business	
To perform studies and statistical and analytical research. For example, to compare the effectiveness of our placement of candidates between different business sectors and geographies and seek to identify factors that can influence any differences we identify.	e) Technical Data g) Profile Data h) Marketing Communications Data	Performance of a contract	Up to <b>2 years</b> years from your last activity (last job application, interview, phone call or assessment) in the Portal.
To promote the security and protection of people, premises, systems and assets.	a) Identity Data e) Technical Data	Fulfilment of our legitimate interests to ensure our business (and the people who work in it) are kept secure and safe	Up to <b>1 month</b> from your last visit to our premises
To investigate or respond to incidents and complaints.	a) Identity Data b) Contact Data f) Phone Calls Data i) Sensitive Data	- Compliance with legal obligations such as labour law - Fulfilment of our legitimate interests to resolve any incidents and complaints according to our internal procedures	Up to <b>6 years</b> from your incident or complaint or longer if there is legal action.
To participate in any potential or actual purchase or sale, or joint venture, of all or part of a business or company, that any member of the Adecco Group wishes to participate in.	Any category of data listed above, as necessary	Performance of a legal obligation.	Up to <b>1 year</b> from last activity

## Do you have to give us the Personal Data we ask for?

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You are not required to provide your Personal Data to us, but it would not be possible for us to work with you, or provide our services to you, if you do not provide us with a required minimum. It also may limit the services that you can receive from us if you choose to provide us with limited Personal Data.

## Do we share your Personal Data with third parties?

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As mentioned above, we may disclose your Personal Data to third parties in furtherance of our services. However, we do not sell your Personal Data. We disclose your Personal Data in the following circumstances:

- **To our suppliers.** We engage suppliers to carry out administrative and operational work in support of our services and our relationship with you. The supplier(s) are subject to contractual and other legal obligations to preserve the confidentiality of your Personal Data and to respect your privacy, and they will only have access to and use the data they need to perform their functions. Some examples of these suppliers include, for example, IT suppliers (who host or support our IT systems, including information about you), premises management companies (who look after physical security at our buildings, and back office finance and accounting management providers (who need to handle details of certain individuals in order to process accounts payable and receivable). We also engage suppliers who provide technology services and solutions such as, for example, for video interview and skills assessment tools.
- **To other members of The Adecco Group.** Our affiliated companies are located in or outside the country in which you reside; different members of the group fulfil different functions and as result your Personal Data will be shared with them for different reasons. For example, information may be shared with other affiliate companies of The Adecco Group locally and/or globally in furtherance of the services we or The Adecco Group provides.
- **To our clients/prospective employers.** As a candidate, we may share your Personal Data with clients or prospective clients of ours who are offering jobs/assignments you may be interested in, or who we believe may be interested in your profile.
- **Government & law enforcement.** We also may share your Personal Data with government, regulators or law enforcement agencies if, at our sole discretion, we consider that we are legally obliged or authorised to do so or we believe it would be prudent to do so; and/or
- **Corporate reorganization.** As part of due diligence relating to (or implementation of) a merger, acquisition or other business transaction, we may need to disclose your Personal Data to the prospective seller or buyer and their advisers.

## Do we use artificial intelligence or automated decision making ?

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Yes, we do use artificial intelligence (AI) at times. However, we do not use your personal data in any automated decision making (a decision made solely by the creation and application of technologies without any human intervention) or profiling (processing of personal information with a range of technologies that reduce human intervention to evaluate certain conditions about an individual) that produces a legal effect or similarly significant effect concerning you.

We use a range of technologies to analyse your data. In all cases, there is always human intervention in these processes, as we use these tools to support our expert human decision makers.

We use automated systems/processes with the conditions described in the previous paragraph to help our staff manage large volumes of data or applications, and we might use AI (for instance machine- learning, logic- or knowledge based and statistical approaches) to provide you, and our clients, with the services you request from us. While we do use AI systems, all decisions which may affect you are taken by our trained recruiters. .

For example, when our clients are looking for candidates for jobs, we can conduct a search of our lists of candidates using machine- learning logic or knowledge based and statistical approaches which uses attributes such as your job title, availability, skillset, assessment scores and locations, to compile a shortlist which displays a list of candidates that are most likely to fulfil the client's requirement.

## Do we transfer or store your Personal Data outside your home country?

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Our business operates globally and therefore your personal data may be transmitted internationally. Where we do so, we will endeavour to ensure appropriate measures are in place to ensure the adequate protection of your Personal Data when it is so transferred, and we shall seek contractual arrangements that comply with the standards by applicable data protection authorities.

Your personal information can be transferred and processed in one or more other countries, in- or outside the European Union or Switzerland. A full list of the countries in which we operate is available on our website at [www.adeccogroup.com/worldwide-locations](http://www.adeccogroup.com/worldwide-locations).

We shall only transfer data to those parties set out in section 7 above who are outside the European Economic Area, UK or Switzerland:

- to countries which the European Commission, the UK Information Commissioner or the Swiss Federal Data Protection and Information Commissioner believes offers an adequate level of protection to you pursuant to Art 45 of the UK and EU GDPR or Art 6 of the Swiss Federal Data Protection Act (Art 16 revised Act) (a list of those countries is available here: [https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en)) and here: <https://www.edoeb.admin.ch/edoeb/de/home/datenschutz/handel-und-wirtschaft/uebermittlung-ins-ausland.html> (Switzerland), or;
- where the Adecco Group has put in place appropriate safeguards to seek to preserve the privacy of your information (for which we usually use one of the forms of data transfer contracts approved by the European Commission, the Information Commissioner's Office (ICO) for the UK or the Swiss Federal Data Protection and Information Commissioner, copies of which are available here: [https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en); here: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/international-data-transfer-agreement-and-guidance/>) and here: <https://www.edoeb.admin.ch/edoeb/de/home/datenschutz/handel-und-wirtschaft/uebermittlung-ins-ausland.html> (Switzerland). These are approved by the European Commission, the UK Information Commissioner and the Swiss Federal Data Protection and Information Commissioner under Art 46 of the EU and UK's GDPR and Art 6 of the Swiss Federal Data Protection Act (Art 16 revised Act).

Please contact us at [privacy@pontoonsolutions.com](mailto:privacy@pontoonsolutions.com) if you would like further information about or a copy of the specific mechanism used by us when transferring your personal data out of your country of residence.

## Categories of Recipients (who we share their data with)

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As mentioned above, we usually disclose your personal information to third parties. This is done to complete the purposes set out above. We do this in the following circumstances:

- **To our suppliers.** We will, for example, engage a supplier to carry out administrative and operational work in support of our relationship with you. The supplier(s) will be subject to contractual and other legal obligations to preserve the confidentiality of your data and to respect your privacy, and will only have access to the data they need to perform their functions; the relevant suppliers are typically IT suppliers (who host or support our IT systems, including information about you), premises management companies (who look after physical security at our buildings, and therefore need to know about you to allow access to our buildings) and back office finance and accounting management providers (who need to handle details of candidates in order to process accounts payable and receivable). We also engage suppliers who provide IT technology services and solutions, which might include video interview and skills assessment tools.
- **To members of The Adecco Group and their affiliates (“Members of The Adecco Group”) within or outside the European Union.** A list of the countries in which we operate is available on our website at [www.adeccogroup.com/worldwide-locations](http://www.adeccogroup.com/worldwide-locations). Your information will be shared with them for different reasons:
  - information is shared with Members of The Adecco Group that provide IT functions for The Adecco Group companies worldwide;
  - information is also shared with Members of The Adecco Group worldwide (including the legal entities acquired after the collection of information) for the purposes previously described or to propose offers to you adapted to your profile where you have expressed an interest in local or international opportunities in that market, or Members of The Adecco Group identify that you may have particular skills required or helpful in that market.
- **To our clients/prospective employers.** We will share your data with clients of ours who are offering jobs/assignments you may be interested in, or who are interested in your profile. They owe contractual and other confidentiality obligations in relation to your data to us, and to you.
- **To government or law enforcement authorities.** We will share your data with government, police, regulators or law enforcement authorities if, at our sole discretion, we consider that we are legally obliged or authorised to do so or it would be prudent to do so.
- **To prospective sellers or buyers and their advisors.** As part of due diligence relating to (or implementation of) a merger, acquisition or other business transaction, we may need to disclose your data to the prospective seller or buyer and their advisors.



## What are your rights regarding your personal information?

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Under applicable data protection laws, you have the following rights:

- **Right to access and obtain a copy of your personal information**

You are entitled to request confirmation of whether we process any of your personal information. Where this is the case, you may have access to your personal information and to certain information about how it is processed. In some cases, you can ask us to provide you with an electronic copy of your information.

- **Right to the portability of your personal information**

In some limited circumstances, you also have the right to request that we transfer (“port”) your personal information direct to another third party provider.

- **Right to correct your personal information**

If you can demonstrate that personal data that we hold about you is not correct, you can ask that this information is updated or otherwise corrected.

- **Right to be forgotten or to delete personal information (Right to be Forgotten)**

In certain circumstances you have the right to have your personal data deleted. You may make such a request at any time and we will evaluate if your request should be granted, however this right is subject to any legal obligations we may have to retain data. For situations where in accordance with the law, we determine that your request to have your personal information deleted must be granted, we will do so within the required legal timeframes.

- **Right to restrict the processing of your personal information**

In certain circumstances you have the right to obtain restriction of the processing of your personal information,

- **Right to object to the processing of your personal information**

In certain circumstances you have the right to object to certain processing thereof on grounds relating to your particular situation.

- **Right to withdraw consent**

You have the right to withdraw consent at any time where we are relying on consent to process your personal information. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

- **Right to be informed about collection, sale or disclosure**

You have the right to be informed of the categories of Personal Data that we collect about you as well as the categories of sources from which the Personal Data was collected. You also have the right

to be informed of the business or commercial purposes for which we use, disclose, or sell, your Personal Data as well as the categories of third parties with whom we share that Personal Data, as set forth in this Privacy Notice.

- **Right to equal service for exercising your privacy rights**

Unless permitted by applicable law, we will not discriminate against you when you exercise your privacy rights under the California Consumer Privacy Act or other applicable law, including by: denying you goods or services; charging you different prices or rates for goods or services, including through the use of discounts or other benefits or by imposing penalties; providing you with a different level of quality of good or services; or suggesting that you will receive a different price or rate for goods or services or a different level of quality of goods or services.

If you want to exercise any of your rights, please use our form by clicking [here](#).

Finally, you have the right to lodge a complaint about our processing of your personal data with the applicable data protection regulator to you.

## Data Security

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We have established appropriate security framework to help safeguard your personal data from accidental loss, unauthorised access, misuse, alteration, and unauthorised disclosure. Our appropriate information security policies, regulations, and technical measures have been implemented, considering the specific context and nature of processing, cost factors, and potential risks to individuals' rights and freedoms. These technical and organisational measures include:

- Pseudonymization and encryption of personal data.
- Ensuring ongoing confidentiality, integrity, availability, and resilience of processing systems and services.
- Establishing procedures for timely data restoration in case of technical or physical incidents.
- Regular testing, assessment, and evaluation of the effectiveness of security measures.
- Safeguarding all IT facilities to prevent damage, loss, or misuse.
- Ensuring optimal security measures for our website.

## Contact

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To exercise your rights with respect to your Personal Data (as applicable, such as a request to delete your data or to obtain a copy of the Personal Data we process in regards to you), please use the form at this [link](#).

If you have any other questions, comments and/or requests regarding this Privacy Notice contact us by email at [privacy@pontoonsolutions.com](mailto:privacy@pontoonsolutions.com), by telephone +1 800 793 7657 (option 6).

## German Residents

To exercise your rights with respect to your Personal Data (as applicable, such as a request to delete your data or to obtain a copy of the Personal Data we process in regards to you), If you have any other questions or comments and/or requests regarding this Privacy Notice contact us by email at [datenschutz@adecgroup.com](mailto:datenschutz@adecgroup.com).

## How do we handle changes to this Privacy Notice?

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This Privacy Notice is not, nor is it intended to be, a contract, nor does it create any legal rights or obligations beyond what applicable law mandates. Therefore, we may amend, interpret, modify, or withdraw any of the terms of this Privacy Notice. We shall publish any material changes to this Privacy Notice through appropriate notices either on our website or by contacting you using other communication channels.