

# Privacy Notice for LanguageLine Solutions Recruits in California

We, at LanguageLine Solutions®, are committed to respecting your privacy and the protection of your personal information. LanguageLine Solutions needs to use your personal information to ensure that we can meet all the requirements in relation to your application for employment with us. We also need to ensure we comply with laws and regulations, can respond to requests from supervisory authorities, handle legal claims, detect and prevent fraud, and carry out our business activities. Our Privacy Notice is provided to inform you of how LanguageLine Solutions processes your personal information and we regularly review it to ensure that it is up to date. We provide this notice to comply with the California Consumer Privacy Act of 2018 (“CCPA”) and other California privacy laws. Any terms defined in the CCPA have the same meaning when used in this notice. **Please read it carefully.**

For more information about our Privacy Program, please see the [Privacy Policy](#).

## Purpose of processing

LANGUAGELINE SOLUTIONS uses your information in order to process your job application, including recruitment administration, and background and/or reference checks in order for us to comply with legal obligations and to further our legitimate business interests in evaluating you for a position with the company.

## Processing Personal Information

We collect personal information relating to your basic details (e.g. name, age, birthday, mobile number, email address, home address, nationality, gender, marital status, TIN (Tax Identification Number), SSS (Social Security System Number), educational attainment, employment history with LANGUAGELINE SOLUTIONS, reason/s for choosing LANGUAGELINE SOLUTIONS, position applying for, preferred site, work experience, languages spoken, referral employee information, and details of the person to notify in case of an emergency by asking you to complete an application form along with submitting your resumé/curriculum vitae. We obtain your personal information when you apply with us at any LANGUAGELINE SOLUTIONS recruitment hub, when you submit your resumé/curriculum vitae on any of LANGUAGELINE SOLUTIONS social media recruitment platforms or via the Chatbot, or when your resume/curriculum vitae is referred to LANGUAGELINE SOLUTIONS by a 3<sup>rd</sup> party recruitment entity.

## Interview Data

During the application process, we may collect personal information contained through various methods such as interview notes, evaluation information, online exams/ recruitment tools or other forms of assessment (account/position specific assessments).

## Third-party Data

We may also collect personal information about you from third-parties such as, but not limited to background checking providers and/or previous employer/s for background and/or reference checks purposes only. We will seek information from third parties before or after a job offer to you has been made and we will inform you that we will be doing so. We will also conduct reference checks only through information you have provided on contact persons of your previous employer/s, for which we presume you have obtained appropriate permission and consent. For failure to provide or should you unreasonably withhold any personal information from LANGUAGELINE SOLUTIONS needed during the recruitment process, LANGUAGELINE SOLUTIONS can validly refuse to proceed with your job application, and you will no longer be considered for employment with LANGUAGELINE SOLUTIONS.

## Legal Obligation

We process your personal information to comply with our legal obligations. For instance, we may use the data to ensure that we comply with labor laws, verifying your eligibility to work in the United States, the establishment and defense of legal claims as may be required in court proceedings, and other legal obligations.

## Sharing of Personal Information

The personal information that you have submitted may be shared internally between members, among others, of the recruitment and HR teams, hiring managers and/or clients of a business area where there is a vacancy, operations personnel, and IT/Security team members in the performance of their functions. Where we consider it necessary or appropriate for the recruitment process, we may share such personal information with our affiliates, subsidiaries, recruitment partners, clients and external organizations (background checking providers in the conduct of background and/or reference checks to determine suitability for employment).

## Changes to Our Privacy Notice

We reserve the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will notify you and/or provide a notice on our website homepage.

## Contact Information

If you have any questions or comments about this notice, our Privacy Policy, or the ways in which we collect and use your personal information, please do not hesitate to contact us at:

Website: [www.languageline.com](http://www.languageline.com)

Email: [SStratton@languageline.com](mailto:SStratton@languageline.com)

Postal Address: LanguageLine Solutions USA

Attn: Director of Compliance

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