

# **Privacy Policy**

Please read this Privacy Policy (the "Policy") carefully. By accessing, browsing, or using our web site (this "Site"), you acknowledge acceptance of the terms and conditions set forth in this Policy. If you have concerns about our data collection or privacy practices, please do not use the Site. We reserve the right to update or revise this Policy from time to time in our sole discretion. You are encouraged to review this Policy periodically for updates and changes.

We maintain this Site as a service to our customers, employees, and applicants. We are committed to protecting the privacy of personal information that is collected or submitted during your use of this Site. This Policy details our commitment to protect such information and the limited manner in which we will use your personal information.

## Submission, Collection, Use & Sharing of Information

This Policy informs our customers, employees, and applicants about the information we collect, how we use it and under what circumstances it will be shared with other parties. In general, we collect two types of information from users of the Site: (1) non-identifiable information that is automatically collected, and (2) information that users knowingly choose to submit.

**Non-identifiable Information**: Our Site automatically collects certain non-identifiable information regarding users of the Site. Examples of such information include the internet protocol (IP) address of your computer, the IP address of your internet service provider, the date and time you access the Site and the sections or pages of the Site you visit. This non-identifiable information is used for administration purposes and to improve the Site. Non-identifiable information may be disclosed to others and archived for future use.

**Information Users Knowingly Provide**: In general, personal information is requested when you use the Site to look for employment or to submit a request for our services. For example, applicants are asked to submit their name, contact information and other personal information such as work experience, education, qualifications and resume. For customers who submit a request for our services through the Site, we will ask for information that is necessary to fill the order. The amount of personal information you are requested to submit is limited to that which is necessary for us to provide our services. We may use your personal information to contact and correspond with you, respond to your submissions or requests for information, to provide you with services requested through the Site, to conduct our business and as otherwise permitted by law.

**Disclosure of Information to Others (in general):** We may use your information internally or with other LSI-owned subsidiaries and affiliates, but we do not disclose your personal information to third parties, except as follows: (1) to comply with any court order, law or as compelled by any governmental agency; (2) to comply with a request from any law enforcement agency in connection with an official investigation of illegal activity; (3) to protect the rights or property of LSI or its affiliated companies; (4) to protect the personal safety of users or the public; or (5) in the event of a corporate reorganization, sale, merger or similar transaction involving LSI or any of our subsidiaries or affiliates.



**Disclosure of Information to Others (if hired):** If we hire you, in addition to the general usage outlined above, we may disclose your information to our customers where you are assigned to work as a temporary employee. We may also provide your information to third parties with whom we have contracted to provide us services related to your employment such as managing our tax credit program.

### Security

The Site has reasonable security measures in place to protect against the loss, misuse, and alteration of the information under our control. However, no data transmission over the Internet can be guaranteed to be absolutely secure. As a result, despite our efforts to protect your personal information, LSI does not ensure or warrant the security of any information you transmit to us, and you do so at your own risk.

## Communication

In assessing or using our services, you may be asked for your email address, phone number, or mobile number to allow communication with you regarding immediate or future job opportunities. Whether you opt to provide us that information is entirely up to you. However, we may not be able to assist you with your staffing or employment needs if you choose not to provide us with sufficient personal contact information.

We may use email, phone, or text messaging to send you information about our company or employment opportunities or services that fit your profile. Additionally, we may use your email address and other information you provide us to send you promotional or informational messages from time to time. You can opt out of this communication at any time. We do not sell, lease, or share personally identifiable information to third parties without your consent.

#### Links

You may have the opportunity to follow a link from or to other sites maintained by third parties. Because such sites may not be hosted or controlled by us, we are not responsible for the content or privacy practices of those third-party sites. As a result, we encourage you to review the privacy policies of each of those other sites. This Policy only applies to information collected and maintained by LSI and its affiliates.

If you have questions regarding this policy, please contact us at: info@lsistaffing.com.