

SAMARITAN'S PURSE JOB APPLICANT PRIVACY NOTICE

As part of the recruitment process, Samaritan's Purse ("SP") collects and processes personal data relating to job applicants. SP is committed to protecting your privacy and being transparent about how it collects and uses data.

What information do we collect?

SP collects a range of information from you, including:

- Your name, address and contact information, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Social security number or other government-issued identifier;
- Eligibility to work in the U.S.;
- Sensitive personal data such as your religious beliefs and whether you have a disability for which the organization needs to provide reasonable accommodations during the recruitment process.

Samaritan's Purse may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents or collected through interviews or other forms of assessments.

We may collect information about you from third parties, such as references supplied by your previous employer, personal connections or pastoral references.

Data will be stored in a range of different places, including on your application record, HR information system and on other IT systems (including email).

Why do we collect your personal information?

SP limits the collection and processing of personal information to that which is fair, lawful, and/or relevant to the following purposes:

- To make recruitment or employment decisions;
- To plan and operation our business;
- To establish, assert or defend our legal rights or obtain legal advice;
- To prevent, detect, or investigate fraudulent or other unlawful activities;
- To comply with law, regulation or valid legal process;

- In connection with other important employment-related purposes such as equal opportunities monitoring; and any other lawful purpose in an emergency.

Who has access to your personal information?

Your personal information may be accessed by SP human resources administrators, supervisors and other personnel as necessary to perform their respective functions. We may also disclose your personal information to third parties as needed for the recruitment and/or employment process. For example, SP uses contractors and vendors to perform certain services, such as background checks and for drug testing. These vendors and contractors must agree to protect your personal information and to act only on behalf of and at the direction of Samaritan's Purse as may be required under law. In appropriate circumstances, we may disclose your personal information to law enforcement or regulatory authorities as permitted by law.

Protecting your personal information

SP takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long do we keep your data?

If we do not offer you employment, we will retain personally identifiable information about you for no longer than necessary to make a hiring decision, respond to questions or concerns about a hiring decisions, assert or defend our legal rights or comply with law or regulations, unless you agree to be considered for future vacancies.

Your rights

As a data subject, you have the right to:

- Access and obtain a copy of your data on request;
- Require SP to change incorrect or incomplete data;
- Require SP to delete or stop processing your data; and
- Object to the processing of your data.

If you have any questions about this notice, please contact hrmanager@samaritan.org.