



PROSPECTIVE EMPLOYEE PRIVACY NOTICE

This Prospective Employee Privacy Notice (“Privacy Notice”) describes, among other things, how Health E. Systems, LLC (“Healthsystems” or the “Company”) collects, processes, and uses your personal information (“Personal Information”) during your recruitment process with Healthsystems. Should you be selected for a position at Healthsystems, you will be provided with Healthsystems’s California Employee Privacy Notice, which further explains the processing of your Personal Information for purposes of concluding an employment relationship with Healthsystems and processing during and after the expiration of the employment relationship. To view our full Privacy Policy, visit <https://healthsystems.com/privacy-terms-of-use/>.

INFORMATION THAT WE COLLECT

We collect Personal Information from you when you provide it to us, such as when you communicate with us and submit information to us as part of the application process. We may also collect your Personal Information from third parties, such as recruiters who share information about potential candidates with us. We may collect and process the following Personal Information:

- Personal contact details such as name, job title, home addresses, telephone numbers, and personal email addresses;
- Recruitment information (including references, and other information included in a resume or cover letter or as part of the application process);
- Information about professional qualifications; and
- Employment history (as included in a resume or cover letter or as part of the application process);
- Inferences from any of the Personal Information categories we collect; and
- Any other information that you voluntarily provide to us.

SOURCES OF PERSONAL INFORMATION

The above information may be collected in the following methods listed below:

- Resume(s)/curriculum vitae(s);
- Contact details for references and references feedback;
- Information provided during job forums and recruitment events;
- Information obtained through social media or networking sites;
- Information forwarded by recruitment agencies; and/or
- Pre-employment screening services.

Note, the above information is received by Healthesystems in various forms including hard-copy and electronic form, delivered in-person or via email, text messages, fax, website, social media, etc.

PURPOSE OF PROCESSING

During the recruitment process, we only process data that is necessary to assess your suitability for the position you are applying to and, in the case of a successful candidacy, for the conclusion of the employment relationship.

DISCLOSING YOUR PERSONAL INFORMATION

Access to your Personal Information within Healthesystems is limited to employees and staff who need to access the data for the performance of their work-related tasks and duties involving the recruitment process.

We will only transfer your data to third parties if it is necessary for the recruitment process. For example, we may use third party service providers, such as cloud services providers, who might have access to your Personal Information.

We do not sell or otherwise disclose Personal Information including any sensitive Personal Information we collect about our prospective employees, for monetary or other consideration, and we do not share Personal Information with any third parties for cross-context behavioral advertising.

YOUR PERSONAL INFORMATION RIGHTS

To the extent any data privacy law applies to the collection of your Personal Information, you may have certain rights in relation to your Personal Information. Subject to any limitations or exceptions under the law, these rights may include any of the following:

- *Right to Know / Access Your Personal Information, and Right to Receive Information regarding Sale of Personal Information.* You may have the right to know and/or access what Personal Information is processed by Healthesystems, and you have the right to request information regarding what Personal Information about you we have collected, used, disclosed, or sold. Specifically:
 - The categories of Personal Information we collect about you;
 - The categories of sources from which we collected your Personal Information;
 - The business or commercial purposes for collecting, selling, or sharing your Personal Information;
 - The categories of third parties with whom we disclosed your Personal Information;
 - The specific pieces of Personal Information we collected about you;
 - The specific pieces of Information we hold about you; and
 - The categories of Personal Information we have sold or shared about you to third parties and the categories of third parties to whom the Personal Information was shared or sold. As noted above, we do not sell or share Personal Information.

- *Right to Correct Inaccurate Personal Information.* If you believe that Healthsystems holds any incomplete or inaccurate data about you, you may have the right to ask Healthsystems to correct and/or complete the information.
- *Right to Delete.* You may have the right to request deletion of your Personal Information collected by Healthsystems.
- *Right to Opt Out of Sale or Sharing of Personal Information.* You may have the right to opt out of the sale or sharing of your Personal Information. However, Healthsystems does not sell or otherwise disclose employee Personal Information for monetary or other consideration to any third parties.
- *Right to Limit Use and Disclosure of Sensitive Personal Information.* You may have the right to direct Healthsystems to limit its use of your sensitive personal information to that use which is necessary for the purposes stated above. However, Healthsystems does not use or disclose sensitive Personal Information other than for the permitted purposes described above.
- *Right to Opt Out of Automated Decision-making Technology.* You may have the right to opt out of the automated processing of your Personal Information.
- *Right of No Retaliation Following Opt Out or Exercise of Privacy Rights.* Healthsystems does not discriminate or retaliate against California residents who exercise their rights under the CCPA.

DATA SUBJECT REQUESTS

In order to exercise your rights under this Privacy Notice and applicable data protection laws, you may send an email to HRPrivacy@healthsystems.com.

If Healthsystems receives a request from you to exercise any of the above rights, Healthsystems may ask you basic questions to identify which Personal Information is associated with you and to verify your identity before acting on the request; this is to confirm that your data is protected and kept secure.

CONSEQUENCES OF NOT PROVIDING YOUR PERSONAL INFORMATION

You are not obligated to provide your Personal Information to Healthsystems. However, as this information may be required for Healthsystems to consider your application, Healthsystems may not be able to extend an offer of employment or employ you without the provision of certain Personal Information.

RETENTION OF PERSONAL INFORMATION

Healthsystems will not maintain your Personal Information longer than is necessary for the purpose for which it was collected. Healthsystems will process your Personal Information until the end of the recruitment process (i.e., until a suitable candidate has been selected and an employment agreement has been concluded with said candidate). Should you be selected for the position for which you applied, you will be provided with Healthsystems's Employee Privacy Notice.

We may further store your Personal Information for purposes of possibly considering you for future job openings at Healthesystems. You may request that Healthesystems remove your Personal Information at any time by e-mailing HRPrivacy@healthesystems.com.

SECURITY

Healthesystems uses commercially reasonable security measures to prevent Personal Information from being accidentally lost or used or accessed in an unauthorized way. We limit access to your Personal Information to those who have a genuine business need to know it. Those processing your Personal Information will do so only in an authorized manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any data security incident. We will notify you and any applicable regulator of a data security incident where we are legally required to do so.

REVIEW

Healthesystems may revise this Privacy Notice from time to time and/or will update this Privacy Notice periodically.

CONTACT INFORMATION

For any questions you may have regarding this Privacy Notice, you may contact us as follows:

Email: HRPrivacy@healthesystems.com

Toll Free Phone Number: 1-800-921-1880

Address: 5404 Cypress Center Drive, Suite 210, Tampa, FL 33609

Last updated: December 8, 2023