

CANDIDATE Notice – MYONBOARDING.COM

This Candidate Notice (the “Candidate Notice”) covers the practices of Click Boarding, LLC whose registered office is 7500 Flying Cloud Drive, Suite 975, Eden Prairie, Minnesota 55344, USA (“Click”) with regard to the Personal Information we collect, receive, or have access to, in the course of your engagement with us related to your employment with our client. This Candidate Notice applies to the information practices of Click’s websites and mobile applications that link to this Candidate Notice (each referred to as a “Site”). To view Click’s full Privacy Policy, which governs all Personal Information collected by Click for its own purposes, please visit <https://www.clickboarding.com/privacy-policy/>

As an employee, a student, or a job applicant of an organization that uses a Click product or service (hereinafter referred to as a “Client’s Candidate”), please also refer to your associated organization’s privacy policies and practices to understand the organization’s practices for the Personal Information it holds in Click about you. Click operates as a service provider to our client (your associated organization); and therefore, all questions, concerns, or requests about such Personal Information should be directed to your associated organization as Click cannot respond directly to such requests.

Click believes strongly in protecting your privacy and the confidentiality of your Personal Information. We acknowledge that you may have privacy and security concerns with respect to the information we collect, use, and disclose for the purpose of allowing us to offer and provide our products and services to our client. In consideration of these concerns, we have developed this Candidate Notice.

For purposes of this Candidate Notice, personal information is any combination of information, in the possession of or likely to come into the possession of Click, that can be used to personally identify a discrete individual (“Personal Information”). This includes any expression of opinion about such individual. Any information which cannot be used to identify a discrete individual (such as aggregated statistical information) is not Personal Information.

PURPOSE FOR COLLECTION, USE, AND DISCLOSURE OF PERSONAL INFORMATION

Click will not collect, use, disclose, or process your Personal Information in a manner that is inconsistent with our client’s (your associated organization) privacy policies, Click’s privacy practices, or applicable law.

Click collects, uses, discloses, and processes your Personal Information as required to provide requested services to our client (your associated organization) or as instructed by our client, including for the following purposes:

- Establishing and maintaining communications with you and our client;
- Allowing you and our client to access Click services to which you or our client have a legal right to access;
- Where you or our client have requested a service from Click, or the processing and maintenance of acquired services;
- Registering a user account with Click;
- Responding to inquiries from you or our client about the onboarding platforms, and other services;
- Processing transactions through service providers in order to provide requested services or products to our client;
- Maintaining personnel records and complying with record retention requirements;
- Processing employment applications, including verifying eligibility for employment and conducting background and related checks;
- Complying with federal and state equal employment opportunity laws.
- Meeting legal, security, processing, and regulatory requirements;
- Protecting against fraud, suspicious or other illegal activities;
- Compiling statistics for analysis of our sites and our business; and
- Where required by law in the United States and other countries where applicable.

In this Candidate Notice, the purposes identified above will be referred to as the “Identified Purposes.”

WHAT INFORMATION WE COLLECT

As part of Click’s engagement to provide services or products to our client (your associated organization), we may collect Personal Information about you.

The information gathered by Click from this Site falls into two categories: (1) information that you or our client provides to us and (2) information gathered as users navigate through our Site. Additionally, we may also collect Personal Information from third parties in relation to your employment, employment application, benefits, or other services we may offer.

Information voluntarily supplied by you

You may choose to provide us with information to help us serve your needs. The Personal Information that we collect will depend on services or products that we provide to our client (your associated organization) and how you choose to use this Site.

- Where you request information about our services

If you request information about our services, we may require you to submit your name, e-mail address, and the country in which you are based so we may help you and enable us to identify which existing client of Click allows you access to the Site.

- Where you register with us and/or request services

If you register with the Site, or request a service available on the Site, we may ask you for your name, e-mail address, country, telephone number, and the reason for your communication, as well as information about your associated organization and such other information as is reasonably necessary so that we can provide you with the service.

Following an inquiry into receiving services from us, if you decide to proceed, we may collect Personal Information relevant to the services you have requested, such as: your name, address, post code,

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