

EXECUTIVE SEARCH PRIVACY POLICY NOTICE

Campbell & Company respects your privacy and is committed to the security of the data we process. This privacy policy notice provides information on how the Executive Search team collects and processes data and is organized into nine sections.

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1. PURPOSE OF DATA PROCESSING

Campbell & Company's Executive Search Team works on behalf of clients to find highly qualified candidates for consideration in leadership search processes. We process personal data as part of our Executive Search services in order to identify candidates that best match the desired qualities and meet our clients' needs.

2. HOW WE GET DATA

- From the candidate when they indicate an interest in a position
- From the candidate in the course of the candidate review, interview, and selection process
- From third parties who conduct background checks
- From personal references provided by the candidate

3. DATA WE PROCESS

The categories of data that we collect are outlined in the table below. The table is organized into four parts:

- Category: The type of data that we are collecting.
- Direct/Indirect: How the data relates to individual persons: either directly or indirectly. Direct or (directly related) means that the data by itself can identify you as an individual. Indirect (or indirectly related) means that the data are related to you as an individual, but would only be able to be connected to you if other direct identifiers were also present.

- Description: Details regarding the category of data collected are provided.
- Purpose: Why we need to collect this data.

Category	Direct/ Indirect	Description	Purpose
Documents Provided by the Candidate	Direct	Beginning with the submission of a letter of interest and resume, various documents are submitted throughout the application process.	To receive consent to process candidate information (as indicated by the letter of interest and/or resume submission) and to begin to review candidate qualifications.
Email Correspondence	Direct	Our Executive Search Team will reach out to potential candidates and use email to schedule interviews, gather further candidate information, and communicate a candidate's status.	To facilitate the search process.
Background Data	Direct	Through collaboration with a third-party contractor who specializes in background checks and reviews, data related to a candidate will be verified and explored. Separate consent is requested to conduct this step of the search process.	To verify the authenticity of information provided by the candidate.

Category	Direct/ Indirect	Description	Purpose
Reference Data	Direct	References provided by the candidate may be contacted as part of the review process. Information includes contact and relationship information related to the individuals identified as references. Additionally, documentation that can be used as a reference of proof (e.g. transcripts, certifications) may be requested.	To verify the qualifications of the candidate.
Interview	Direct	Data is collected through meetings with individual candidates as part of the job interview process.	The input provided by a candidate is compared to the desired attributes the client is looking for and determinations with this information are used to determine advancement in the process.

4. LEGAL BASIS FOR DATA PROCESSING

- The candidate provides consent through the submission of their letter of interest and/or resume for Campbell & Company to include the candidate in the search process.
- The candidate provides consent through Campbell & Company's request to conduct a background check.
- The client, as outlined in Campbell & Company's service contract, will receive data on those candidates who best meet search criteria.
- A potential candidate consents to store data about them in the event that other opportunities arise that align to their expertise.

5. USE OF DATA AFTER PROCESSING

- In order to comply with equal opportunity employment laws, certain candidate information must be kept for a defined period of time after any hiring process.
- Candidates may be considered and contacted regarding future executive searches and professional opportunities.

- Campbell & Company does not sell data to any individual or entity.

6. RIGHTS OF THE INDIVIDUAL

The candidates whose data are processed by Campbell & Company have the following rights related to protecting personal information. In some cases, certain requests may not be able to be fulfilled if the request is in violation of labor laws related to equal opportunity employment or if the request represents an event that actually occurred. For example, we have no way of deleting the fact that an interview occurred.

- Right to Know: The individual candidate has a right to know how their data is collected, used, and stored.
- Right to File Complaint: Individual candidates may file a complaint with Campbell & Company about concerns related to how data is being processed.
- Right to Access: Individual candidates have a right to access information about data being stored about them. To request a copy of the data specific to an individual candidate, the request must be made in writing by email. Note: Due to labor and equal opportunity employment laws, not all information will be disclosed.
- Right to Data Portability: All individual requests to access data that are approved per legal requirements will be fulfilled through a common data format. These formats will either be a CSV (comma-separated values) file or a PDF (Portable Document Format) document.
- Right to be Forgotten: A candidate may request that their individual data be erased, if allowed by equal opportunity employment laws. A request for erasure will be reviewed, and a decision communicated to the requestor as required by law.

7. PROTECTION AGAINST HIRING FRAUD

Due to an increase in hiring fraud—where scammers communicate via fraudulent emails, mail, phone calls, and video—candidates should be aware of the following.

Campbell & Company:

- Communicates via email only from the domain “@campbellcompany.com”.
- Does not request personal financial information, like bank statements or associated banking information, as part of the hiring process.
- Does not require fees for job applications.
- Will never make a job offer via email prior to formal interview with Campbell & Company staff.

8. CONTACTING CAMPBELL & COMPANY

Questions about hiring fraud or about how personal data is processed, used, and stored can be directed to the Campbell & Company privacy team by contacting us at ccrequest@campbellcompany.com or by calling toll free at 877-957-0000.

9. UPDATES TO THIS PRIVACY POLICY NOTICE

Campbell & Company reserves the right to change this privacy policy notice as needed. Notification of changes will be posted on the Campbell & Company website, www.campbellcompany.com. The date at the top of the privacy policy notice shows the date of the most recent privacy policy notice and references the date of the version it is replacing.