



## Candidate Privacy Notice

Introduction: This notice (Notice) describes how SEC-OPS, INC. and its subsidiaries and related companies (collectively, SEC-OPS, INC..) will handle and protect data to which SEC-OPS, INC. is provided access in connection with the recruiting process. By making available your Candidate Data, as defined below, you confirm that:

) You have reviewed this Notice and agree that SEC-OPS, INC. may process your Candidate Data in accordance with this Notice;

) You have provided any notices and obtained any consents needed to provide information concerning others (e.g., information about employment references); and

) Your Candidate Data may be transferred and processed nationwide for the purposes and in the manner specified in this Notice. SEC-OPS, INC. will process Candidate Data in accordance with this Notice, unless in conflict with requirements of applicable law, in which case applicable law will prevail. Your consent to the provisions of this Notice is required to submit or make available Candidate Data. If you decline to submit or make available your Candidate Data, it may affect your ability to apply for or receive an offer of employment. This Notice does not form part of any contract of employment offered to candidates hired by SEC-OPS, INC.

### Definitions:

*CANDIDATE DATA* is identifiable information that an individual makes available to THE SEC-OPS, INC. in connection with the recruiting process. SEC-OPS, INC. may collect Candidate Data directly from a job candidate or from third parties, for example, in connection with a background or employment check or employment reference, subject to your consent where required by law. Candidate Data may include a variety of information, such as candidate status, work history/job data, education, compensation, employer feedback, questionnaire results, contact information, previous addresses or names, additional information provided by the candidate (e.g., a cover letter), driver's license number as required for certain positions, references, and criminal history where permitted by law.

*PROCESSING* refers to any action performed on Candidate Data, such as collecting, recording, organizing, storing, transferring, modifying, using, disclosing, or deleting.

*SENSITIVE CANDIDATE DATA* is Candidate Data concerning nationality or citizenship, race or ethnic origin, criminal history, or trade union membership. SEC-OPS, INC. does not request or consider information concerning religion, sex life or political opinions in connection with recruiting.

### Collection



You may use various electronic and paper methods to submit Candidate Data to SEC-OPS, INC. You agree that, in addition to collecting Candidate Data directly from you, SEC-OPS, INC. may collect Candidate Data from third parties, for example, from recruiters, in connection with a background or employment check or an employment reference (subject to your consent where required by law) or, to the extent permitted by law, from a recruiting or other web site.

### **Processing and Retention**

SEC-OPS, INC. processes Candidate Data for legitimate human resources and business management purposes. These include identifying and evaluating candidates for SEC-OPS, INC. positions; record-keeping related to hiring processes; analyzing the hiring process and outcomes; and conducting background checks, where permitted by law. In addition, Candidate Data may be used to comply with SEC-OPS, INC. legal, regulatory, and corporate governance requirements. If a candidate is hired, Candidate Data may be used in connection with his/her employment consistent with SEC-OPS, INC.'s employment data protection policies. In addition to using Candidate Data for the position for which you have applied, SEC-OPS, INC. may retain and use your Candidate Data to consider you for other positions. If you do not want to be considered for other positions or would like to have your Candidate Data removed, you may contact SEC-OPS, INC. as specified below. Unless required for tax or other legal purposes or in connection with employment as specified above, Candidate Data will be retained for a maximum of three years (or less where required by law).

### **Sharing with Third Parties**

SEC-OPS, INC. may transfer Candidate Data to external third-party providers performing certain services for SEC-OPS, INC. Such third-party providers have access to Candidate Data solely for the purposes of performing the services specified in the applicable service contract, and SEC-OPS, INC. requires the providers to undertake security measures consistent with the protections specified in this Notice. SEC-OPS, INC. may be required to disclose certain Candidate Data to other third parties (1) as required by law; (2) to protect SEC-OPS, INC.'s legal rights to the extent authorized or permitted by law; or (3) in an emergency where the health or safety of a candidate or other individual may be endangered.

Sec-Ops, Inc. In addition, in the event of a re-organization, The Sec-Ops, Inc. sale, joint venture, assignment, or other transfer or disposition of all or any portion of SEC-OPS, INC.'s business, SEC-OPS, INC. may transfer Candidate Data to successor entities or parties.

### **Sensitive Candidate Data**

SEC-OPS, INC. may perform background and criminal checks where permitted by law, and may process other Sensitive Candidate Data, such as citizenship or nationality information or health information, when relevant for a position and permitted by law. If THE SEC-OPS, INC. intends to collect Sensitive Personal Data from third parties, you will be provided notice and the opportunity



to consent. If you have a disability and would like SEC-OPS, INC. to consider an accommodation, you may provide that information during the recruiting process. To the extent you make Sensitive Candidate Data available to SEC-OPS, INC., you consent to SEC-OPS, INC. processing such Data in accordance with this Notice.

### **Security and Confidentiality**

SEC-OPS, INC. employs technical and organizational measures designed to protect the integrity, confidentiality, security, and availability of Candidate Data, and to comply with applicable legal requirements for information security. SEC-OPS, INC. limits access to internal systems that hold Candidate Data to individuals who need access for a legitimate business purpose.

### **Candidate Rights**

You may exercise the following rights in relation to your Candidate Data: Access, Correction and Deletion: SEC-OPS, INC. will provide you access to your Candidate Data that SEC-OPS, INC. holds to the extent required by law, regardless of the location of the Candidate Data processing. You may request correction or deletion of that Candidate Data, except where retention is required by your contractual relationship with our clients or SEC-OPS, INC., in the context of a legal dispute, or as otherwise required by law. If access, correction, or deletion is denied, the reason for the denial will be communicated to you.

**Inquiries, Complaints and Objections:** You may withdraw consent to the processing of your Candidate Data or submit inquiries, complaints and/or objections to the processing of your Candidate Data by sending a request in writing to us.

### **Direct Marketing**

SEC-OPS, INC. will not use Candidate Data to offer you any products or services for personal or family consumption ("direct marketing") or provide Candidate Data to third parties for their direct marketing.

### **Changes to This Notice**

SEC-OPS, INC. Reserves the right to modify this Notice by posting changes to the Sec-Ops relevant website. If you submit additional Candidate Data or request to be considered for a position following the effective date of a modified Notice, your Candidate Data will be handled in accordance with the Notice in effect at that time.

EFFECTIVE DATE: JANUARY 1, 2023

A handwritten signature in black ink, appearing to read "Robert D. Lott", is written over the effective date text.

Robert D. Lott, CEO

Sec-Ops, Inc.

A Service Disabled Veteran Owned Texas HUB Corporation