

Ware Malcomb Architecture ULC (Ware Malcomb) Talent Acquisition Applicant Privacy Notice

Purpose: The purpose of this **Applicant Privacy Notice** is to explain our practices regarding the collection, use, disclosure, and security of personal information relating to candidates for employment at Ware Malcomb as well as the legal rights you have with respect to your information.

Who We Are: Ware Malcomb refers to the global company including its related subsidiaries and affiliated entities.

Application Process: When you apply for a job with Ware Malcomb through our Applicant Tracking System (ATS), operated by Lever Software Canada Inc., your personal information is securely stored and processed according to our instructions. Lever will not share your information with any other organization. You can consult Lever's privacy policy here: <https://www.lever.co/privacy/>.

Use of Your Information: The information you provide will be used to evaluate your suitability for employment. It will be accessed by our talent acquisition team, hiring managers, interviewers, and HR and technical support teams. This information helps us process your application, arrange and conduct interviews, assess interview outcomes, and improve our talent acquisition processes. We may also use it for reporting, surveys, and legal compliance.

If Hired: If you are hired, the information from your application may become part of your HR record. We may also conduct pre-employment checks, such as verifying your address, academic qualifications, and references.

Data Sharing: Your personal information may be shared across Ware Malcomb offices, which could involve transferring your data to countries, including the US, with different data protection laws that may not provide the same level of protection as the laws in Canada. When Ware Malcomb transfers personal data across borders or to a third party, it will take all reasonable steps to protect the data from unauthorized use and disclosure.

Your Rights: You can view and modify your personal information at any time through the Ware Malcomb careers website (<https://waremalcomb.com/join-our-team/>). In some cases, you can access your information, request a copy, correct it, or delete it by contacting careers@waremalcomb.com. If you are a resident of Quebec you have specific legal rights including, but not limited to, the right to de-indexation and the right to data portability. Residents of Quebec, Alberta and BC have the right to withdraw consent, but in doing so Ware Malcomb may be unable to process your application.

Data Retention: We only collect the information we need and will not keep it longer than necessary.

Consent: By continuing with your application, you agree to the processing of your personal data as described. If you do not agree, we cannot proceed with your application.

Automated Decision-Making: Ware Malcomb does not profile or use any form of automated processing on your personal information in furtherance of decisions that produce legal or similarly significant effects.

Security: We implement organizational, technical, and administrative security measures to protect personal information from loss or unauthorized disclosure or access. Access to personal information is restricted to individuals with a legitimate business need. While we use appropriate security measures to protect your information, we cannot guarantee complete security during internet transmission.