

Professional Staffing Group Privacy Statement

Updated: January 26, 2023

Professional Staffing Group, Inc. (PSG Staffing) respects the privacy of our customers, applicants, and employees and we acknowledge that you have certain rights related to any personal information we collect from you. PSG Staffing supports the various national and local privacy laws, and has procedures in place to meet the requirements of those laws.

The following information discloses our privacy principles in addition to our practices for gathering, storing, and using your personal data. We encourage you to review this information so that you may understand and consent to how we may collect, use, and share your personal information. Unless you provide sufficient personal information, we may be unable to assist you with your staffing or employment requirements.

PSG Staffing informs our customers, applicants, and employees about the information we collect, how we use it, and whether it will be transferred to third parties. Where possible, we provide individuals with details prior to their providing information, or as soon thereafter as is practical.

PSG Staffing's goal in collecting your personal data is to provide you with the most personalized service possible. By knowing more about you, PSG Staffing is able to deliver leading staffing and employment services and, hence, a better service to you.

1. Personal Information Collected

1.1 In General

In general, personal information is requested when you contact us to look for employment or to search for a candidate to fill a job opening. We ask applicants for their names, addresses, and other personal information such as work experience, education, and skills. When hiring employees, we may also request personal information that is considered "sensitive," such as information necessary to provide health benefits. PSG Staffing recommends that you do not disclose sensitive personal characteristics (e.g., gender.) on the initial resume you submit to us.

The amount of personal information you are required to supply will normally be limited to only that which is necessary to supply our services to you.

1.2 Applicants and Employees

When you apply using our electronic application, sign up for our job-search services or electronic timecard submittal, we may ask you for your name, e-mail address, or other personal information such as work experience, education, and skills.

1.3 Electronic-Timekeeping for Temporary Employees

In order to process payroll for our client service representatives, PSG Staffing may collect personal data online from our employees such as name, hours, address, and any other personal identification information, including a social security number or tax identification number. This data will be used to process payroll either through PSG Staffing operations or an agent of PSG Staffing. When collecting timekeeping data electronically or manually, PSG Staffing will ensure that its collection and processing meets all privacy requirements.

2. Whom We Share It with

PSG Staffing holds its employees, agents, and suppliers accountable for maintaining the trust our applicants, employees, and customers place in us. We educate our employees and periodically verify our compliance with our privacy and security policies. PSG Staffing does not sell or trade personal data to third parties. We will disclose personal information when required by law.

In order to provide our services, personal data you give us may be shared with other PSG Staffing operations that are governed by the same privacy principles and security practices.

We will send the personal data of our applicants and client service representatives to PSG Staffing customers and/or agents who are acting on our behalf to provide you an employment opportunity.

For our employees, we occasionally use other companies to provide limited services on our behalf, such as payroll processing services and health-care benefits.

We may also send your personal data to marketing companies who will then contact you to determine your feedback and satisfaction with our services. These companies may also send you information on our services.

We will only provide these agents and suppliers with the personal information they need to deliver the service we have requested.

PSG Staffing may also collect and report demographic data, (e.g. what percentage of our employees are college graduates) to customers, marketing companies, or as required by law. If we do collect and report this demographic information, we remove any unique personally identifiable information (name, address, etc.) that would attach you to this demographic data. This anonymous information is used and analyzed only at an aggregate level to help us understand trends and more precisely determine how to improve our services to you.

3. Security

PSG Staffing takes care to secure personal information given to us by our customers, applicants, and employees. We protect this personal information through various security practices and measures in order to prevent loss, misuse, alteration, unauthorized access, destruction, or disclosure.

PSG Staffing protects the security of the personal information you provide with reasonable administrative, physical, and technical safeguards for protection of the security, confidentiality, and integrity of personal data transferred to PSG Staffing as described in this privacy statement. This information may be stored in manual or electronic systems with limited access in order to protect this information from loss, misuse, unauthorized access, disclosure, alteration, or destruction.

4. Retention of Personal Data

How long we hold your personal data for will vary. The retention period will be determined by the purpose for which we are using your personal data. We will need to keep the data for as long as is necessary for that purpose; and legal obligations – laws or regulation – may set a minimum period for which we have to keep your personal data.

5. Your Rights

You have a number of legal rights in relation to the personal data that we hold about you. These rights include:

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you; where you have actively provided your consent for us to process your personal data, the right to withdraw your consent to our processing of your personal data at any time. Please note, however, that we may still be entitled to process your personal data if we have another legitimate reason (other than consent) for doing so; the right to request that we rectify your personal data if it is inaccurate or incomplete;
- the right to request that we erase your personal data in certain circumstances. Please note that there may be circumstances where you ask us to erase your personal data but we are legally entitled to retain it; the right to object to and the right to request that we restrict our processing of your personal data in certain circumstances. Again, there may be circumstances where you object to, or ask us to restrict, our processing of your personal data but we are legally entitled to continue processing your personal data and / or to refuse that request; and
- the right to lodge a complaint with the data protection regulator if you think that any of your rights have been infringed by us. You can exercise your rights by contacting us using the details set out in the "Contacting us" section below.

PSG Staffing has contracts in place with any third party acting as a controller or to any third party acting as an agent in compliance with the Accountability for Onward Transfer Principle. Further, PSG Staffing will disclose personal information in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

6. Choice: Opt Out/Opt In

PSG Staffing offers its customers, applicants, and employee's choices about receiving further communications from us, uses of information beyond the purposes for which it was provided, and transferring data to third parties. PSG Staffing obtains consent for any information deemed sensitive.

The amount of personal information you are required to supply will normally be limited to that which is necessary to supply the services you requested. Each notification tells you how to opt out of receiving future e-mails. At the point where we request personal data about you, our site also gives you the opportunity to opt out of receiving communications. The database is automatically updated when you opt out.

7. Sensitive Data - Opt In

When hiring employees, PSG Staffing may collect the type of data viewed as "sensitive," such as information required to provide health-care services. This collection of data is either compatible with employment law or is vital to the interests of the PSG Staffing employee. In order to comply with statutes, rules and regulations pertaining to equal employment opportunities or to assist PSG Staffing in compiling data for its affirmative action practices, we may also ask you to provide gender or racial information. This provision of this type of information will be voluntary, unless it is required by law, and will not hinder your employment opportunities. When collecting sensitive information, we will ask you to provide your consent to collect, store, and in some cases, transfer this data to third parties including payroll service companies, health insurance organizations, or government agencies as required by law. PSG Staffing takes all reasonable security measures to protect the confidentiality and integrity of sensitive data collected, stored, and used.

8. Cookies and Other Web Technologies

Cookies are small data text files that can be stored on your computer's hard drive, on your Device (if your web browser permits), in emails we send you and/or on our web pages. Our Website uses cookies for the following general purposes:

- To help us recognize your browser as a previous visitor and save and remember any preferences that may have been set while your browser was visiting our site. For example, if you register on our site, we may use cookies to remember your registration information, so you do not need to log into our Website each time you visit. We also may record your password in a cookie. Please note that member IDs, passwords, and any other account-related data included in such cookies are encrypted for security purposes.
- To help us, and other third parties we work with, customize the content, experience, and advertisements provided to you on our Website and on other third-party websites across the Internet. For example, when you access a web page, a cookie is automatically set by us, our service providers, or our partners to recognize your browser as you navigate on the Internet and to present you with information and advertising based on your apparent interests. See [Display of Advertising/Your Choices](#) for more information about our online advertising practices and your choices.
- To help measure and research the effectiveness of features and offerings, advertisements, and email communications (by determining which emails you open and act upon).

The Help portion of the toolbar on most browsers should tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable most types of cookies. Please note that if you refuse to accept cookies, you may not be able to access many of the travel tools offered on our Website.

Our sites also may use web beacons (also known as clear gifs, pixel tags or web bugs), which are tiny graphics with a unique identifier, similar in function to cookies, that are placed in the code of a website page. We use web beacons to monitor the traffic patterns of users from one page within our sites to another, to deliver or communicate with cookies, to understand whether you have come to our site from an online advertisement displayed on a third-party website, and to improve site performance. We also may allow our service providers to use Web beacons to help us understand which emails have been opened by recipients and to track the visitor traffic and actions on our site. This helps us measure the effectiveness of our content and other offerings.

9. Storage and Processing of Personal Data

9.1 Visiting our Website from outside the United States

If you are visiting our Website from outside the United States, please be aware that your information may be transferred to, stored, and processed in the United States where our servers are located and our central database is operated. The data protection and other laws of the United States and other countries might not be as comprehensive as those in your country, but please be assured that PSG Staffing does take steps pursuant to laws in the United States to ensure that your privacy is protected, including, without limitation, by adherence to the Privacy Shield Framework, described below. By using our services, you understand that your information may be transferred to our facilities and those third parties with whom we share it as described in this privacy statement.

9.2 Transfers from EU, UK, and Switzerland; Privacy Shield

PSG Staffing relies upon terms, including those outlined in the Standard Contractual Clauses approved by local data protection authorities, for the collection, use, retention, and transfer of personal data from the European Union, United Kingdom, and Switzerland to other countries. PSG Staffing complies with the EU-U.S. Privacy Shield Framework and Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union, the United Kingdom, and Switzerland to the United States. PSG Staffing has certified to the Department of Commerce that that it adheres to the Privacy Shield Principles. These Privacy Shield principles include (in summary form):

- NOTICE – of how PSG Staffing collects and uses personal data,
- CHOICE – of whether and under what conditions personal information may be disclosed to third parties,
- ACCOUNTABILITY FOR ONWARD TRANSFER – taking responsibility for onward transfers of personal information,
- SECURITY – taking reasonable and appropriate measures to avoid loss, misuse, or unauthorized access to, or disclosure of, personal information,
- DATA INTEGRITY AND PURPOSE LIMITATION – processing personal information only for specified purposes,
- ACCESS – providing access and opportunity to correct personal information held by PSG Staffing, and
- RECOURSE, ENFORCEMENT AND LIABILITY – maintaining access to independent recourse and enforcement mechanisms for addressing problems.

If there is any conflict between the terms of this privacy statement and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification, please visit <https://www.privacyshield.gov/>.

If you have a question or complaint related to participation by PSG Staffing in the EU-U.S. Privacy Shield, we encourage you to contact us. For any complaints related to the Privacy Shield frameworks that PSG Staffing cannot resolve directly, we have chosen to cooperate with the relevant EU Data Protection Authority, or a panel established by the European data protection authorities, for resolving disputes with EU individuals. As further explained in the Privacy Shield Principles, binding arbitration is available to address residual complaints not resolved by other means. PSG Staffing is subject to the investigatory and enforcement powers of the U.S. Federal Trade Commission (FTC).

10. Links

This Web site contains links to other PSG Staffing sites that adhere to the same privacy principles. For links to non-PSG Staffing organizations, PSG Staffing is not responsible for the privacy practices or the content of such Web sites.

11. Contacting Us

If you would like further information on the collection, use, disclosure, transfer or processing of your personal data or the exercise of any of your rights listed above, please address questions, comments and requests to:

Email: privacyinquiries@psgstaffing.com, or

Post: Professional Staffing Group, Inc., Attn: Privacy | 155 Federal Street, Boston, MA 02110 USA

We are usually able to resolve privacy questions or concerns promptly and effectively. If you are not satisfied with the response you receive from PSG STAFFING, you may escalate concerns to the applicable privacy regulator in your jurisdiction. Upon request, we will provide you with the contact information for that regulator.

12. Updates to this Privacy Notice

This Privacy Notice may be updated periodically to reflect changes in our information practices or as may be required by law.