

BASB Job Portal.com collects information about visitors. This information includes your IP address, browser type, domain names, access times and referring addresses. We use this information for operating our services, maintaining the quality of the service, security management and providing reports for relevant business purposes.

### Confidentiality and Security

We regard your CV as a very personal document and we wish you to have full control over who can view it and whether or not.

The level of control is provided to you by your choice of whether to make your CV searchable by our Clients or not. Making your CV searchable considerably increases your exposure to potential employers.

- When you apply to jobs through our services, your resume in your MY BASB JOB PORTAL account and any other information that you disclosed during your job applications will be made available to the companies you are applying to.
- You may block any employer not to access your CV from our database.
- You may remove your CV from our searchable database at any time from "Delete Resume" option at MY BASB JOB PORTAL.
- We limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide products or services to you or in order to do their jobs. If any recruiter is found to be breaching our terms and conditions, then we will immediately terminate their use of our services.

### Email Resume

Our Email Resume service provides facility for MY BASB JOB PORTAL account holder to email his/her detail resume to employer with message.

### E-Mail this job to a friend

Our Mail-a-Friend service makes it easy for our users to recommend jobs to friends or relatives. Simply complete the Mail-a-Friend form and we will send an email to your specified recipient(s) containing detail job description to the selected job. We will not use your recipient's details for any other purpose than the fulfillment of this service.

### Resume References

In reference section to your resume, BASB Job Portal.com will ask you for their names, telephone numbers, emails and position titles. This information will be enclosed as part of your job application and employers may contact them to get references for your applications.

### Job Mail Service

The Job Mail Service matches job seekers requirements for employment with the vacancies advertised on any one of our websites. For job seekers who register to this service you receive an email listing those jobs that we believe you should be interested in. Your requirements are defined by your preferred criteria which can be used to specific job titles, skills, organization types or other definition of the job you want. You can change these criteria at any time.

### E-Mail Notification Services

When you subscribe to a BASB Job Portal.com E-mail Notification, We use your email address to send you the notification(s) you have requested like BASB Job Portal.com Newsletter, BASB Job Portal.com workshop/Training, Third Party offers and Promotions. You may subscribe and unsubscribe services by following the prominent instructions mentioned in each of the notification.

### Third-Party Tracking Technologies

BASB Job Portal.com uses the Google Analytics tracking technology to track visits to our website. It allows us to analyze the usage of our website and is merely for our internal use.

### Cookies and Other Tracking Technologies

Some of our Web pages utilize "cookies" and other tracking technologies. A "cookie" is a small text file that may be used, for example, to collect information about Web website activity. Some cookies and other technologies may serve to recall Personal Information previously indicated by a Web user. Most browsers allow you to control cookies, including whether or not to accept them and how to remove them.

You may set most browsers to notify you if you receive a cookie, or you may choose to block cookies with your browser, but please note that if you choose to erase or block your cookies, you will need to re-enter your original user ID and password to gain access to certain parts of the Web website. Our use of cookies and other tracking technologies allows us to improve our website and your web experience. Your IP address might be used to track your location to provide you with various location based services and for our data analysis purposes. We may also analyze information that does not contain personal information for trends and statistics.

### Security

We use lots of tools (encryption, passwords, and physical security) to protect your personal information against unauthorized access and disclosure.

### Opting out of E-Mail Notification Services

We allow users to opt-out of having Email Notification Alerts sent to them at any time.

### Revision and updates

BASB Job Portal.com regularly revises and updates its privacy policy and publishes changes to the policy at our website.

## **Sample 2**

### 1. Introduction

We, at BASB and our affiliated companies worldwide (hereinafter collectively referred to as "IEIL"), are committed to respecting your online privacy and recognize the need for appropriate protection and management of any personally identifiable information you share with us. This Privacy Policy ("Policy") describes how IEIL collects, uses, discloses and transfers personal information of users through its websites and applications, including through www. BASB Job Portal.com, mobile applications and online services (collectively, the "Platform"). This policy applies to those who visit the Platform, or whose information IEIL otherwise receives in connection with its services (such as contact information of individuals associated with IEIL including partners) (hereinafter collectively referred to as "Users"). For the purposes of the Privacy Policy, "You" or "Your" shall mean the person who is accessing the Platform.

### 2. Types of Personal Information collected by IEIL

"Personal information" (PI) - means any information relating to an identified or identifiable natural person including common identifiers such as a name, an identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person and any other information that is so categorized by applicable laws. We collect information about you and/or your usage to provide better services and offerings. The Personal Information that we collect, and how we collect it, depends upon how you interact with us. We collect the following categories of Personal Information in the following ways:

name, email address, password, country, city, contact number and company/organization that you are associated with, when the you sign up for alerts on the Platform;

information that one would usually include in a resume, including name, contact details including e-mail address and mobile number, work experience, educational qualifications, data relating to your current and past remuneration or salary, a copy of your resume, etc. when you register on the Platform;

information about the services that you use and how you use them, including log information and location information, when you are a user of the services through the Platform;

we may collect your Personal Information such as name, age, contact details, preferences, etc. through surveys and forms, when you choose to participate in these surveys etc.;

we may also collect information relating to your caste and information about whether you are eligible for any affirmative action programmes or policies, if you opt to provide such information;

when you communicate with IEIL or use the Platform to communicate with other Users (such as partners), we collect information about your communication and any information you choose to provide;

when you visit the Platform, we use cookies to automatically collect, store and use technical information about your system and interaction with our Platform;

when you use a device to access the Platform, IEIL may collect technical or other related information from the device as well as the device location;

To the extent permitted by law, IEIL may record and monitor your communications with us to ensure compliance with our legal and regulatory obligations and our internal policies. This may include the recording of telephone conversations;

If you choose to sign in with your social media account to access the Platform, or otherwise connect your social media account with the services of the Platform, you consent to our collection, storage, and use, in accordance with this Privacy Policy, of the information that you make available to us through the social media interface. Please see your social media provider's privacy policy and help centre for more information about how they share information when you choose to connect your account.

### 3. How IEIL may use your Personal Information

We will only use your personal data in a fair and reasonable manner, and where we have a lawful reason to do so.

Our use of your personal data depends on the purpose for which you interact with us. We may process your Personal Information for the following purposes:

Providing our services and products to you including to send you job alerts, calendar alerts, relevant search results, recommended jobs and/or candidates (as the case maybe), and other social media communication facilities;

Protecting our Users and providing you with customer support;

We use information collected from cookies and other technologies, to improve your user experience and the overall quality of our services (for more information please refer to paragraph 4 below). When showing you tailored ads, we will not associate an identifier from cookies or

similar technologies with sensitive categories, such as those based on race, religion, sexual orientation or health.

Improving the Platform and its content to provide better features and services.

Conducting market research and surveys with the aim of improving our products and services.

Sending you information about our products and services for marketing purposes and promotions;

Preventing, detecting, investigating and taking action against crimes (including but not limited to fraud and other financial crimes), any other illegal activities, suspected fraud, or violations of IEIL's Terms of Use in any jurisdiction

To the extent required for identity verification, government sanctions screening and due diligence checks.

Establishing, exercising or defending legal rights in connection with legal proceedings (including any prospective legal proceedings) and seeking professional or legal advice in relation to such legal proceedings.

#### 4. Cookies and Other Tracking Technologies

Some of our web pages utilize "cookies" and other tracking technologies. A "cookie" is a small text file that may be used, for example, to collect information about web-site activity. Some cookies and other technologies may serve to recall Personal Information previously indicated by a user. Most browsers allow you to control cookies, including whether or not to accept them and how to remove them.

You may set most browsers to notify you if you receive a cookie, or you may choose to block cookies with your browser, but please note that if you choose to erase or block your cookies, you will need to re-enter your original user ID and password to gain access to certain parts of the Platform.

Tracking technologies may record information such as Internet domain and host names; Internet protocol (IP) addresses; browser software and operating system types; clickstream patterns; and dates and times that our site is accessed. Our use of cookies and other tracking technologies allows us to improve our Platform and the overall website experience. We may also analyse information that does not contain Personal Information for trends and statistics.

For more information about our use of cookies please refer to our Cookie Policy.

## 5. The Basis/ Grounds which we rely on for collection and processing of your Personal Information:

Your Personal Information is collected and processed by IEIL based on the following legal grounds depending upon the nature of Personal Information and the purposes for which it is processed.

### Consent:

IEIL relies on your consent in order to process your Personal Information in certain situations. If IEIL requires your consent to collect and process certain Personal Information, as per the requirements under the applicable data protection laws, your consent is sought at the time of collection of your Personal Information and such processing will only be performed where consent is secured.

### Compliance with a legal obligation:

Your Personal Information may be processed by IEIL, to the extent that such processing is necessary to allow IEIL to comply with a legal obligation. An example of this would be if IEIL is required to disclose your Personal Information to respond to a court order or if IEIL is required to retain specific records for a fixed period to comply with requirements under any applicable law.

## 6. Information Sharing and Disclosure

We restrict access to your Personal Information to employees who we believe reasonably need to know/or that information to fulfil their jobs to provide, operate, develop, or improve our products or services.

IEIL does not disclose, transfer or share your Personal Information with others except with:

Our affiliates and group companies to the extent required for our internal business and/or administrative purposes and/or general corporate operations and for provision of services aimed at helping you in your career enhancement;

Potential recruiters if we determine that your resume matches a particular job description/ vacancy available with such recruiters. By registering on the Platform and consenting to the

terms of this Privacy Policy, you agree that IEIL may contact you or forward your resume to potential recruiters;

Third parties including enforcement, regulatory and judicial authorities, if we determine that disclosure of your Personal Information is required to a) respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims; or b) investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of IEIL's Terms of Use or as otherwise required by law;

In the event of a merger, acquisition, financing, or sale of assets or any other situation involving the transfer of some or all of IEIL's business assets we may disclose Personal Information to those involved in the negotiation or transfer.

Third party service providers and marketing partners that IEIL engages to a) provide services over the Platform on IEIL's behalf; b) maintain the Platform and mailing lists; or c) communicate with you on IEIL's behalf about offers relating to its products and/or services. IEIL will take reasonable steps to ensure that these third-party service providers are obligated to protect your Personal Information and are also subject to appropriate confidentiality / non-disclosure obligations.

Third party advertisers to display advertisements to you when you visit the Platform. The third-party advertisers include financial service providers (such as banks, insurance agents, stock brokers and mortgage lenders) and non-financial companies (such as stores, airlines, and software companies). These companies may use information about you and your visits to this Platform and other web sites to provide advertisements on this Platform.

The Company does not provide any Personal Information to the advertiser when you interact with or view a targeted advertisement. However, if you interact with or view an advertisement, the advertiser may make certain assumptions and, in the process, learn certain Personal Information about you. For instance, if you view and click an advertisement that is targeted towards women in the age group 18- 24 from a specific geographic area, the advertiser may assume that you meet the relevant criteria.

IEIL does not intend to transfer Personal Information without your consent to third parties who are not bound to act on IEIL's behalf unless such transfer is legally required.

If your Personal Information is transferred outside India, we take the necessary steps to protect your Personal Information in accordance with applicable data protection laws.

## 7. Third Party Content:



Please be aware that the Platform sometimes contains links to other sites that are not governed by this Privacy Policy. Users may be directed to third-party sites for more information, such as advertisers, blogs, content sponsorships, vendor services, social networks, etc.

IEIL makes no representations or warranties regarding how your information is stored or used on third-party servers. We recommend that you review the applicable privacy statements and policies of each third-party site linked from the Platform to determine their use of your personal information.

## 8. Children

To use the Platform, you agree that you must be the minimum age (described in this paragraph below) or older.

The minimum age for these purposes shall be eighteen (18), however if local laws require that you must be older for IEIL to be able to lawfully provide the services over the Platform to you then that older age shall apply as the applicable minimum age.

If you are under the age of 18 or the age of majority in your jurisdiction, you must use the Platform under the supervision of your parent, legal guardian or responsible adult.

## 9. Retention of Personal Information

Your Personal Information will not be retained by IEIL any longer than it is necessary for the purposes for which the Personal Information is processed and/or in accordance with legal, regulatory, contractual or statutory obligations as applicable.

At the expiry of such periods, your Personal Information will be deleted or archived in compliance with applicable laws

## 10. Controlling your personal information

You have the right to invoke your rights which are available to data principals or data subjects (as per applicable laws and regulations) in relation to your Personal Information which is being processed by IEIL.

IEIL provides you the ability to keep your Personal Information accurate and up-to-date. If at any time you would like to a) rectify, update or correct your Personal Information; b) obtain confirmation on whether or not your Personal Information is processed by it; c) access your Personal Information or exercise your right to data portability; or d) exercise your right to restrict the continuing disclosure of your Personal Information to any third party by IEIL in certain circumstances, you are requested to contact us using the contact details mentions in paragraph 14 below. We will require you to provide a valid proof of your identity, in order to ensure that your rights are respected.

For the exercise of certain rights, you may be required to approach the relevant authority / designated officer as per the provisions of the applicable data protection laws/ IEIL may in accordance with the provisions of applicable data protection laws, charge a fee for fulfilling your request, in particular in case of excessive or manifestly unfounded request. Further you acknowledge that the above mentioned rights are not absolute and are subject to limitations as per the applicable data protection laws.

At any time, if you wish to delete your account on BASB Job Portal.com, you may do so by using the settings available in your account.

## 10. Confidentiality and Security

The security and confidentiality of your Personal Information is important to us and IEIL has invested significant resources to protect the safekeeping and confidentiality of your personal data. When using external service providers acting as processors, we require that they adhere to the same standards as IEIL does. Regardless of where your Personal Information is transferred or stored, we take all steps reasonably necessary to ensure that personal data is kept secure.

We seek to ensure compliance with the requirements of the Information Technology Act, 2000 and Rules made there under to ensure the protection and preservation of your privacy. We have physical, electronic, and procedural safeguards that comply with the laws prevalent in India to protect your Personal Information, details of which are available at the following link: [trust.BASB Job Portal.com](#). By accepting the terms of this Privacy Policy, you agree that the standards and practices being implemented by us, are reasonable and sufficient for the protection of your Personal Information.

## 11. Social media

IEIL operates channels, pages and accounts on some social media sites to inform, assist and engage with customers. IEIL monitors and records comments and posts made on these channels about itself in order to improve its products and services.

Please note that you must not communicate the following information to IEIL through such social media sites:

- sensitive personal data including (i) special categories of personal data meaning any information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation and (ii) other sensitive personal data such as criminal convictions and offences and national identification number ; - Excessive, inappropriate, offensive or defamatory content. IEIL is not responsible for any information posted on those sites other than the information posted by its employees on its behalf. IEIL is only responsible for its own use of the Personal Information received through such sites.

## 12. Changes to this Privacy Policy

IEIL reserves the right to update, change or modify this Privacy Policy at any time. The Privacy Policy shall come to effect from the date of publication of such update, change or modification.

## 13. Disclaimer

IEIL does not store any account related information or any credit / debit card details. IEIL shall not be liable for any loss or damage sustained by Users as a result of any disclosure (inadvertent or otherwise) of any information concerning the User's account, credit cards or debit cards in the course of any online transactions or payments made for any products and/or services offered through the Platform.

In case any Personal Information is shared by you with IEIL, which is not requested by IEIL during registration, (whether mandatorily or optionally), IEIL will not be liable for any information security breach or disclosure in relation to such information.

If you have any questions regarding this Privacy Policy or the protection of your Personal Information, please contact IEIL's Data Protection Officer/ Grievance Officer at the following:

#### 14. Data Protection Officer/ Grievance Officer

In case you have any complaints and/or grievances in relation to the processing of your Personal Information you can send your complaints via e-mail to our grievance officer:

Grievance Officer

Info Edge (India) Limited

Noida

Email: [privacy@infoedge.com](mailto:privacy@infoedge.com)

#### Introduction

This Cookie Policy ("Policy") explains that we believe in being open and clear about how we use your information. In the spirit of transparency, this Policy provides detailed information about how and when we use cookies on our Websites. This cookie policy applies to any BASB Job Portal.com product or service that links to this policy or incorporates it by reference.

#### a. Does BASB Job Portal.com uses cookies?

BASB Job Portal.com uses cookies, tags and other technologies when you use any of the BASB Job Portal.com websites, mobile sites or mobile apps (collectively "the services"). Cookies are used to ensure everyone has their best possible experience. Cookies also help us keep your account safe. By continuing to visit or use our services, you are agreeing to the use of cookies and similar technologies for the purposes we describe in this policy. If you prefer not to receive cookies or web beacons, then you should stop using our site, or consult your browsing and third party cookie settings as described below.

#### b. What is a cookie?

Cookies are small pieces of text stored by a website you visit in your browser and subsequently sent by your web browser in every request to the website. A cookie file is stored in your web browser and allows the Site or a third-party to recognize you and make your next visit easier and the Site more useful to you. Essentially, cookies are a user's identification card for the BASB Job Portal.com servers. Cookies allow BASB Job Portal.com to serve you better and more efficiently, and to personalize your experience on our site. Web beacons, tags and scripts may be used in the Websites or in emails to help us to deliver cookies, count visits, understand usage and campaign effectiveness and determine whether an email has been opened and acted upon. We may analyse or perform analysis based on the use of these technologies and generate reports on an individual and aggregated basis.

Cookies can be "persistent" or "session" cookies. A persistent cookie helps us recognize you as an existing user, so it's easier to return to BASB Job Portal.com or interact with our services without signing in again. After you sign in, a persistent cookie stays in your browser and will be read by BASB Job Portal.com when you return to one of our sites or a partner site that uses our services. Session cookies only last for as long as the session (usually the current visit to a website or a browser session).

c. What are cookies used for?

When you visit our Websites, we may place a number of cookies in your browser. These are known as First Party Cookies and are required to enable to hold session information as you navigate from page to page within the website. For example, we use cookies on our Websites to understand visitor and user preferences, improve their experience, and track and analyse usage, navigational and other statistical information. Additionally, cookies allow us to bring you advertising both on and off the BASB Job Portal.com site, and bring customized features to you. You can control the use of cookies at the individual browser level. If you elect not to activate the cookie or to later disable cookies, you may still visit our Websites, but your ability to use some features or areas of the Websites may be limited. We may use any of the following categories of cookies on the Websites as detailed below. Each cookie falls within one of the four following categories:

Category	Description
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Essential Cookies	Essential cookies (First Party Cookies) are sometimes called "strictly necessary" as without them we cannot provide many services that you need on the Website. For example, essential cookies help remember your preferences as you move around the Website. Essential cookies also keep you logged in into a website. Without them the login functionality would not work.
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**Analytics Cookies** These cookies track information about visits to the BASB Job Portal.com and partner (recruiter websites) websites so that we can make improvements and report our performance. For example: analyse visitor and user behaviour so as to provide more relevant content or suggest certain activities. They collect information about how visitors use the Websites, which site the user came from, the number of each user's visits and how long a user stays on the Websites. We might also use analytics cookies to test new ads, pages, or features to see how users react to them.

**Functionality or Preference Cookies** During your visit to the Websites, cookies are used to remember information you have entered or choices you make (such as your username, language or your region) on the Websites. They also store your preferences when personalizing the Websites to optimize your use of BASB Job Portal.com. These preferences are remembered, through the use of the persistent cookies, and the next time you visit the Websites you will not have to set them again.

**Targeting or Advertising Cookies** These Cookies are placed by third party advertising platforms or networks or BASB Job Portal.com in order to, deliver ads and track ad performance, enable advertising networks to deliver ads that may be relevant to you based upon your activities (this is sometimes called "behavioural" "tracking" or "targeted" advertising) on the Websites. They may subsequently use information about your visit to target you with advertising that you may be interested in, on BASB Job Portal.com websites or other websites. For example, these cookies remember which browsers have visited the websites.

d. When does BASB Job Portal.com place cookies?

We use cookies on our websites, mobile sites and mobile applications. Any browser visiting these sites will receive cookies from us which helps us identify you more quickly when you return. Cookies help us to determine which pages or information you find most useful or interesting on our own websites.

BASB Job Portal.com may also have some cookies for its own analytics i.e. analytics not part of Google Analytics. Such cookies help generate statistics and reports about visitors and their activities on the website or app.

e. How cookies are used for online analytics purposes?

We may use web analytics services on BASB Job Portal.com, such as those of Google Analytics. These services help us analyse how users use the services, including by noting the third-party website from which you arrive. The information collected by the technology will be

disclosed to or collected directly by such service providers, who use the information to evaluate your use of the services. We also use Google Analytics for certain purposes related to online marketing, as described in the following sections.

f. How are cookies used for advertising purposes?

Cookies and other ad technology such as beacons, pixels, and tags help us serve relevant ads to you more effectively. They also help us provide aggregated auditing, research, and reporting for advertisers, understand and improve our service, and know when content has been shown to you. We work with website analytics and advertising partners, including Google Display Network, Facebook, etc. to deliver BASB Job Portal.com advertisements on third party publisher websites - these partners may set cookies on your computer's web browser. These cookies allow our partners to recognize your computer so that the ad server can show you BASB Job Portal.com advertisements elsewhere on the Internet, and so that our analytics software can measure your engagement and interactions while using BASB Job Portal.com services. In this way, ad servers may compile anonymous, de-identified information about where you, or others who are using your computer, saw our advertisements, whether or not you interacted with our advertisements, and actions performed on subsequent visits to BASB Job Portal.com websites and applications. This information allows an ad network to deliver targeted advertisements that they believe will be of most interest to you, and it allows BASB Job Portal.com to optimize the performance of our advertising campaigns and the usability of our website. In other words, we use analytics data in concert with data about our online ads that have been shown using the Google Display Network, Facebook for Advertisers, or other online advertising networks. By doing so, we can understand how anonymous users interacted with our website after seeing our ads.

g. What third-party cookies does BASB Job Portal.com use?

Please note that the third parties (advertising networks and providers of external services like web traffic analysis services) may also use cookies on our Services. Cookies on our sites. Also, note that the names of cookies, pixels and other technologies may change over time.

We use trusted partners to help us service advertising, who may place cookies on your device. We also pull through content from social networks into our own pages, such as embedded Facebook feeds. The social networks, such as Facebook, Google, etc. may themselves also put cookies on your machine. If a user logs into Facebook, Twitter or Google+ via our website, they will leave a cookie on the users' computer. This is the same process as if the user logs into these social networks directly.

We also use Google Analytics on our Services to help us analyse how our Services are used. Google Analytics uses performance cookies to track customer's interactions. For example, by using cookies, Google can tell us which pages our users view, which are most popular, what time of day our websites are visited, whether visitors have been to our websites before, what website referred the visitor to our websites, and other similar information. All of this information is anonymized.

We suggest that you should check the respective privacy policies for these external services to help you understand what data these organisations hold about you and how they process it.

Facebook: <https://www.facebook.com/policy.php>

AdSense: <https://policies.google.com/technologies/ads>

Google Analytics: <https://www.google.com/analytics/learn/privacy.html>

Google Tag Manager: <https://www.google.com/analytics/tag-manager/faq/>

Google+: <https://www.google.com/policies/privacy/>

Twitter: <https://twitter.com/en/privacy>

Google Double click: [https://support.google.com/dfp\\_premium/answer/2839090?hl=en](https://support.google.com/dfp_premium/answer/2839090?hl=en)

#### h. What are Web Beacons?

BASB Job Portal.com occasionally advertises on third party websites. As part of our effort to track the success of our advertising campaigns, we may at times use a visitor identification technology such as "web beacons," or "action tags," which count visitors who have come to our site after being exposed to a BASB Job Portal.com banner ad on a third party site. Our partners



may also use web beacons to collect data in the aggregate as provided by your browser while you are on our site or another site where BASB Job Portal.com is third party.

By navigating on our site, you agree that we can place cookie and web beacons on your computer or device. If you prefer not to receive web beacons, then you should stop using our site, or consult your browsing settings.

#### i. How to control cookies?

Most browsers allow you to control cookies through their settings preferences. However, if you choose to turn off these cookies, you will still see advertising on the internet but it may not be tailored to your interests. It does not mean that you won't be served any advertisements whilst you are online. Whilst we have mentioned most of the third parties involved in using targeting or advertising cookies in the preceding section , the list is not exhaustive and is subject to change. Therefore, even if you choose to turn off all the third-party cookies listed in section , you may still receive some tailored advertisements and recommendations.

There are a number of ways you can manage what cookies are set on your devices. Essential cookies, however, cannot be disabled. If you do not allow certain cookies to be installed, the website may not be accessible to you and/or the performance, features, or services of the website may be compromised.

You can also manage this type of cookie in the privacy settings on the web browser you are using. Please note that if you use your browser settings to block all cookies you may not be able to access parts of our or others' websites. Please see below for more information.

## **Sample 3**

BASB Job Portal is committed to protecting the privacy of our users and strives to provide a safe user experience. This privacy policy describes how your personal information is collected, used, shared, and secured, as well as your choices regarding use, access, and correction of your personal information.

By using this site or application, you agree to the collection, use and transfer of your data as described in this Privacy Policy.

You may revoke your consent to this policy or exercise your privacy rights. To do so, please contact us. If you revoke your consent, your account and profile information will be removed from our website.

Information collected on our sites and applications is stored in the United States; therefore, your information may become subject to U.S. law.

### TRUSTe

#### Scope of this Privacy Policy

This privacy policy applies to information we collect or use on sites and applications owned or controlled by BASB Job Portal Worldwide, Inc., including Jobs.com, or affiliated companies ("BASB Job Portal"). Affiliated companies are entities that control, are controlled by or are under common control with BASB Job Portal Worldwide, Inc.

#### Information We Collect

We collect information about you when you use our sites and applications. We receive and store this information when you enter it on our websites, send it to us, or provide it to us in any other way.

We collect information when you choose to give it to us. This includes:

contact information like name, email address, street address, and phone number;

your resume including job experience;  
the information you use to create a profile and to apply to jobs on BASB Job Portal or Jobs.com;  
information imported by you from third party applications;  
information you provide to us when you contact BASB Job Portal;  
credit card number and billing information (for services requiring payment);  
your race, ethnicity, or gender, if you choose to provide it. Some employers are required by law to collect this information on a voluntary basis; or  
information about your business, such as company name, size, and business type.

You can correct or remove this information by accessing your account settings. We also collect information from you in the following ways:

**Single Sign-on:** If you choose to sign in to BASB Job Portal or Jobs.com with Facebook or similar services, we import the requested information from your account and we make it part of your profile.

**Referrals:** We may collect from you personal information about others. For instance, if you choose to use our service to share site content with a friend, we will ask you for your friend's name and email address. We will automatically send your friend a one-time email inviting him or her to visit the site. We temporarily store this information for the sole purpose of sending this one-time email.

Information automatically collected about you when you use BASB Job Portal

We gather certain information automatically when you visit our sites or use our mobile applications. This information includes:

your activity on BASB Job Portal or Jobs.com, including the jobs you search for, view, and apply to

your internet protocol (IP) address and internet service provider (ISP)

your browser type and device ID

the files viewed on our sites (e.g., HTML pages, graphics, etc.)

operating system, date/time stamp, and/or clickstream data

This data is collected about you automatically and is processed for BASB Job Portal's legitimate interest. We combine this information with personal data to help detect and prevent fraud. We also combine this data with your profile and resume data to return the best job search results to you.

#### Information collected about you from third parties

If you are located in the United States, we may collect information about you from publicly-available websites. We may use this information to create a profile, even if you do not have an account with us, or append the information to an existing profile that you have with us. You will have the opportunity to claim collected information relating to you and to remove the information as described in this privacy policy. However we cannot guarantee that we will not later collect from publicly-available websites other information that pertains to you.

#### How We Use Information

We use the information we collect to provide our services, respond to you, operate and improve our sites and applications, and foster a positive user experience.

We use information with your consent as described at the time we collect that consent. This includes account creation and resume upload.

We use personal data for our legitimate interests, namely:

to operate BASB Job Portal services;

to contact and communicate with you when you contact us;

to analyze, improve and optimize BASB Job Portal services; and

to protect BASB Job Portal Services and the rights of users and others

to enforce terms of BASB Job Portal's services and prevent fraud and abuse of BASB Job Portal systems

By registering with BASB Job Portal or Jobs.com, by managing your profile, by publicly posting information, or by opting in when presented with choices, you have consented for us to use your information in the following ways:

To provide you with our services, which includes

to create a BASB Job Portal account for you, including any resume you create or upload;

to enable you to search for jobs and share them with others;

to enable you to apply for jobs;

if you are in the US, to add information gathered from public websites to your profile;

to help potential employers find your resume and contact you;

to make purchases;

to enable you to contact us and for us to respond to you;

to display targeted recruitment messages from employers;

to contact you with service-related communications and security updates

to provide information about you and your interest in job postings to employers;

to provide products and services to employer customers to complete the recruitment and hiring process;

For marketing

to provide personalized, targeted, or location-based content, services, and advertising from us and third parties;

to send you job alerts, newsletters, career advice, or other marketing communications you have opted in to receive;

to inform you of other products or services available from BASB Job Portal or its affiliates;

to conduct surveys, promotions and contests, and to publish the results thereof;

To improve our services

to give search engines access to public information;

to conduct analytics and generate internal reports about the use of our sites and applications;

to track which jobs you search for, view, and apply to;

For security and fraud prevention

to detect, investigate and prevent activities that may violate our policies or be illegal; and

to make suggestions and draw inferences about you. For example, we may make suggestions about people you may know or additional jobs, products or services that might be of interest to you. Or, if you identify yourself as "Mrs." we will assume you are female.

Some of our products and services, such as our resume and profile database and social media search, enable third parties to see your personal information and to contact you.

Information you post in public areas of BASB Job Portal sites or applications or make visible in the resume and profile database may be accessed, used, and stored by others around the world, including those in countries that might not have legislation that guarantees adequate protection of personal information as defined by your country of residence. While BASB Job Portal takes measures to safeguard your information from unauthorized access or inappropriate use, BASB Job Portal does not control these third parties and we are not responsible for their use of information you give to us. Accordingly, you should not post sensitive information or any other information you would not want made public, to any BASB Job Portal site or application or to a public website.

Our services include the display of personalized products, content, and advertising relating to your career experience and interests. We use data we have about you to determine whether you might be interested in the opportunities, products or services of a particular third party. We show you targeted ads online. These ads are targeted based on information we collect about you and information about you we acquire from third parties including public websites and data providers. Please see your account notification settings to customize the notification you receive and the About Our Ads page in our Privacy Center to learn more about targeted ads.

#### How We Share Information

We provide you with a platform to broadcast information about yourself to maximize your career opportunities. The information we gather may be shared with the following categories of third parties:

the BASB Job Portal group of companies on a worldwide basis;

employers, when you make your resume searchable or apply to a job;

other companies hired to provide services on BASB Job Portal's behalf;

other third parties where required by law;

other third parties when you give your consent to such sharing such as for resume writing services; or

Alma Media, if you create an account on a BASB Job Portal website in Finland or Czech Republic.

By applying to a job, providing your contact information to show interest in a job, or by replying to a message from an employer, you consent to the disclosure of your information to that employer and to be contacted by such employer for employment related purposes.

We do not share contact information with third parties for their direct marketing purposes unless you affirmatively agree to such disclosure. We also share information in the following ways

1. We share your information with our service providers, which are third parties who help deliver our products and services to you. Examples of these services include hosting our web servers and site databases, analyzing data, providing marketing assistance, providing customer management tools, processing credit card payments, and providing customer service. These companies will have access to your personal information as necessary to perform their functions, but they may not use that data for any other purpose. We will remain responsible for any information shared in this way.

2. We disclose information to third parties when you give your consent for us to do so. For example:

(a) if you make your resume searchable or if we collect information you've made available on a public website then all parties with access to our resume or profile database products will have access to your information; or

(b) if you opt in to receive information about the products or services of third parties, we supply your contact information to those third parties so they may contact you.

We also share aggregated information (including location data) about visitors to BASB Job Portal sites and application users with third parties to serve advertisements to you online. We also aggregate data regarding job qualifications, schooling, age, experience level or other information relevant to the job search. This aggregated data does not identify users individually, and may be made available to employers or shared publicly. If we create a co-branded site with another company, information collected on that site will be retained by both companies and subject to the privacy policies of both companies which will be published on the co-branded sites.

3. We may disclose to third parties information that we have collected from other websites.

4. We disclose information if legally required to do so, or at our discretion pursuant to a request from a governmental entity or if we believe in good faith - after considering your privacy interests and other factors - that such action is necessary to: (a) meet legal requirements or comply with legal process; (b) protect our rights or property or our affiliated companies; (c) investigate fraud, prevent a crime or protect national security; or (d) protect the personal safety of users or the public.

5. We may disclose and transfer personal information to a third party who acquires any or all of BASB Job Portal's business units, whether such acquisition is by way of merger, consolidation or purchase of all or a substantial portion of our assets. In addition, in the event BASB Job Portal becomes the subject of an insolvency proceeding, such information will be disposed of in a transaction approved by the court. You will be notified of the sale of all or a substantial portion of our business to a third party by email or through a prominent notice posted on the site.

#### Cookies and Online Advertising

Cookies: BASB Job Portal and its partners use cookies on the BASB Job Portal sites to analyze trends, administer websites, track users' movements around the website, and to gather demographic information about our user base as a whole. Cookies help personalize and maximize your use of our site, including storing user preferences, improving search results and ad selection, and tracking user trends. You can control your cookies at the browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service.

We use the following types of cookies:

Essential: we use these cookies to operate essential features of our website, including securing your access to your account. Without these cookies, the website cannot function properly.

Analytics: we track traffic patterns so we can identify popular content and potential problems.

Functional: we use these cookies to enable non-essential features on our website, such as testing new features, storing your preferences, displaying job search results, and tracking which jobs you search for, view and apply to so we can show you more jobs like those.

Advertising: we use these cookies to show you advertising on BASB Job Portal and third-party websites.



Some cookies will remain on your computer after you have left our site. Security cookies will remain for 60 days after your last visit. Poll response cookies will remain for 90 days, and BASB Job Portal cookies relating to advertisements and site notices will remain for up to two years, unless you choose to delete them.

We also allow other companies to display advertisements to you while you are using our sites and applications. When this happens, these companies can view, edit or set their own cookies, just as if you had requested a web page from their site. The cookies placed by these third parties could remain on your computer after you have left our site for up to 20 years unless you choose to delete them.

BASB Job Portal also uses web beacons (sometimes called pixels) and JavaScript. We may receive a confirmation when you open an email from BASB Job Portal if your computer supports this type of program.

BASB Job Portal also uses "Flash cookies", also known as "Local Shared Objects", to preserve video player settings and for security purposes. You can adjust your settings for your Flash cookies.

**Advertising Opt Out:** You can opt out of third party cookies by setting your browser to decline cookies. BASB Job Portal's websites do not respond to web browser do not track signals. You can also opt out of targeted advertising from networks BASB Job Portal works with, or if located in the European Union, from ad networks participating in the NAI, and from Google.

If you delete your cookies, your opt-out cookie will also be deleted. If you change computers or web browsers, you will need to opt out again.

Rakuten Advertising may collect personal information when you interact with our digital property, including IP addresses, digital identifiers, information about your web browsing and app usage and how you interact with our properties and ads for a variety of purposes, such as personalization of offers or advertisements, analytics about how you engage with websites or ads and other commercial purposes. To opt-out of Rakuten Advertising's collection of any personal information, you may do so here: <https://rakutenadvertising.com/legal-notices/services-privacy-rights-request-form/>. For more information about the collection, use and sale of your personal data and your rights, please visit their privacy page: <https://rakutenadvertising.com/legal-notices/services-privacy-policy/>

## Social Media Widgets

Our site includes social media features, such as the Facebook Like button and widgets such as the Share This button. Your interactions with these features are governed by the privacy policy of the company providing it.

## An Important Note About Your Resume

When you create or post a resume, we store it in our resume and profile databases in the United States. You may control the status of your resume on BASB Job Portal by setting it to visible, limited, or private. Visible and limited resumes can be viewed by anyone with access to our resume and profile database. We cannot control the retention, use or privacy of resumes that have been viewed or downloaded by others.

Private resumes will not be visible in BASB Job Portal's resume and profile database, but information we acquire about you from a public website may be visible. You may still use your private resume to apply online to a job. If you apply with a private resume, it will be transferred to the relevant employer, who may retain a copy of it.

We attempt to limit access to our resume and profile databases to legitimate users, but cannot guarantee that other parties will not gain access to these databases. Once your resume has been disclosed, BASB Job Portal is not able to retrieve it from the third parties who accessed it. Accordingly, you should not put sensitive information, personality profiles, or other information you would not want made public, in your resume or profile.

If your resume includes personal data of a reference, it is your responsibility to ensure that the person is aware that you have forwarded his/her details and has consented in writing for you to do so.

Resumes you give to us must not contain sensitive data relating to your (i) racial or ethnic origin (ii) political beliefs (iii) philosophical or religious beliefs (iv) membership of a trade union or political party (v) physical or mental health or biometric details or genetic makeup (vi) addictions or sexual life (vii) the commission of criminal offences or proceedings and associated penalties or fines, (viii) the commission of any unlawful or objectionable conduct and associated penalties, or (ix) any Social Security Number or national identification number. If you do give us this information, then you agree that it is at your own risk.

## Access to and Storage of Your Personal Information

**Access to your Personal Data:** You may access, update, or delete your resume or profile at any time. To do so, sign in to your account, go to your resume or profile, and make the desired changes. You may also submit a Personal Data Request to BASB Job Portal for a copy of the personal information we have about you or deletion of your personal information by clicking [here](#) Personal Data Request. If you have a privacy-related question, please click [here](#) to contact us. You also have the rights to data portability and to request that BASB Job Portal restrict processing data about you.

You have the right to know whether BASB Job Portal has collected personal information from you. You may submit up to two access requests within a 12-month period asking BASB Job Portal to tell you:

the categories or specific pieces of personal information that BASB Job Portal has collected from you;

the categories of sources from which BASB Job Portal has collected your information;

the reasons why BASB Job Portal collects personal information; and

the categories of third parties with which BASB Job Portal shares personal information.

BASB Job Portal does not "sell" your personal information as that term is defined by the California Consumer Privacy Act of 2018.

You have the right to request that BASB Job Portal delete any of your personal information that it has collected from you, with certain exceptions. We may refuse your deletion request if permitted by law. If we deny your deletion request, we will tell you why the request was denied. Additionally, if we determine that no exception to deletion applies, we will direct any of our service providers that have received your personal data to delete your personal information from their records as well.

To submit a request, please click [here](#): Personal Data Request. Access to, or correction, update, or deletion of your personal information may be denied or limited by BASB Job Portal if it would violate another person's rights and/or as otherwise permitted by applicable law. BASB Job Portal will not discriminate against you for exercising your privacy rights.

We may retain your personal data even after you have closed your account if reasonably necessary to comply with our legal obligations (including law enforcement requests), meet regulatory requirements, resolve disputes, investigate security incidents, prevent fraud and abuse,

enforce our User Agreement, or fulfill your request to “unsubscribe” from further messages from us. We will retain anonymized information after your account has been closed.

BASB Job Portal will respond to Personal Data Request pursuant to applicable law.

Some BASB Job Portal customers store their resume databases on BASB Job Portal servers. BASB Job Portal is a data processor for personal information received in this way. Requests regarding this information must be made to your potential or current employer. We will cooperate as appropriate with requests from our customers to assist with such responses. See more information on private resume databases.

**Data Retention:** Because managing your career is a life-long process, we retain all the information we gather about you in an effort to make repeat use of our sites more efficient, practical and relevant until you change or remove your personal information as described below. We may retain your information for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes, and enforce our agreements.

If you are located in the European Union and you do not sign in to your account or interact with our services for more than five years, your account will expire and be scheduled for removal from our site. Expired accounts are deleted on a routine basis. If your account contains a resume, you will receive an email from us before we delete your resume in this manner.

## Security

You are responsible for keeping your username and password secret.

The security of your personal information is important to us. We utilize a variety of safeguards to protect the personal information submitted to us, both during transmission and once it is received. BASB Job Portal takes appropriate measures to secure your personal information from accidental loss and from unauthorized access, use, alteration or disclosure. You can find additional information on conducting a safe job search in our Security Center.

You should be aware that resumes and profiles may be monitored by your current employer.

When you place an order online at BASB Job Portal, your credit card information is encrypted with industry standard encryption.

## Children

BASB Job Portal is not intended for, nor do we knowingly collect information from, children under the age of 16.

## International Transfers of Personal Information

EU-U.S. and Swiss-U.S. Privacy Shield: Prior to July 16, 2020, BASB Job Portal relied on its EU-U.S. and Swiss-U.S. Privacy Shield certifications to enable data transfers from the European Union (EU) and Switzerland to the U.S. Although BASB Job Portal no longer relies on the EU-U.S. and the Swiss-U.S. Privacy Shield Frameworks as valid legal bases for such international transfers, BASB Job Portal continues to participate in and will maintain its compliance with the EU-U.S. Privacy Shield Framework and Swiss-U.S. Privacy Shield Framework. BASB Job Portal is committed to subjecting all personal data received from EU member countries and the UK, and Switzerland, respectively, in reliance on each Privacy Shield Framework, to the Framework's applicable Principles. To learn more about the Privacy Shield Framework, visit the U.S. Department of Commerce's Privacy Shield List at: <https://www.privacyshield.gov/list>.

BASB Job Portal is responsible for the processing of personal data it receives, under the Privacy Shield Framework, and subsequently transfers to a third party acting as an agent on its behalf. BASB Job Portal complies with the Privacy Shield Principles for all onward transfers of personal data from the EU and the United Kingdom, and Switzerland, including the onward transfer liability provisions.

With respect to personal data received or transferred pursuant to the Privacy Shield Framework, BASB Job Portal is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, BASB Job Portal may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact our U.S.-based third party dispute resolution provider (free of charge) at <https://feedback-form.truste.com/watchdog/request>.

Under certain conditions, more fully described on the Privacy Shield website, you may be entitled to invoke binding arbitration when other dispute resolution procedures have been exhausted.

Standard Contractual Clauses: BASB Job Portal transfers personal data to the U.S. pursuant to standard contractual clauses.

### Changes to Privacy Policy

We may update this Privacy Policy to reflect changes in our information practices. If we make any material changes we will notify you by email (sent to the email address specified in your account) where required, or by means of a notice on this website prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.