

APPLICANT PRIVACY NOTICE COBALT SPEECH AND LANGUAGE, INC.

Updated: August 16, 2019

At Cobalt Speech and Language, Inc. and its wholly owned subsidiaries (“*Cobalt*”), we respect the privacy of job applicants and employees and are committed to complying with applicable privacy laws in every country in which we operate. The information you provide to Cobalt through email and via this website now and in subsequent applications will be held and processed by or on behalf of Cobalt for purposes related to your registration of interest in current or future employment with Cobalt and the processing of your application for employment. By consenting to collection and processing of your information through the website and application process, you are consenting to the use of your application information by Cobalt consistent with this Applicant Privacy Notice. Further, if your application is successful, the information you have provided through email or this website will be used by Cobalt for employment purposes, and Cobalt’s Employee Data Privacy Policy shall apply to your personal information.

Contents of this Applicant Privacy Notice:

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1. Collection of Your Personal Information

Cobalt collects information consistent with what is allowed by law in your country of residence. You can decide what personal information you provide to us through the application process, but, as indicated in the application, some information is required in order to be considered for employment. To help in the recruitment process, we collect personal information about you from your profile, resume/CV, and in some circumstances from external assessors. You will be notified at the appropriate time if an external assessor is used as a part of your application process.

The specific information collected from an applicant varies based a particular position, but generally, the information collected from all applicants includes, but is not limited to, the following:

- Contact Information (name, home address, home phone number, personal email)
- Employment history
- Education
- Experience, licensure, and technical skills

Some positions may require more detailed information beyond that stated above. Sensitive personal data (age, race, place of birth, national identification number, etc.) will only be captured when it is legally permissible in your country of residence.

2. Use of Your Personal Information

We use the personal information that you provide to Cobalt in order to process your application for employment. Further, we may use your personal information in order to contact you regarding other recruitment opportunities, provide you with general information about working at Cobalt, and respond to your queries and requests. The personal information you provide may be used by a third party service provider to enable any of the previously stated purposes.

In applicable countries, the information that you provide in the equal opportunities section of this application form will be used for the sole purpose of monitoring equal opportunities within Cobalt. Under no circumstances will the information you provide be used for marketing purposes.

3. Retention of Your Information

If your application is successful, the information provided via Cobalt's application process will be used in the administration of your employment consistent with Cobalt's Employee Data Privacy Policy, which you will be presented with and have access to once you start your employment at Cobalt.

If your application is unsuccessful, you agree that Cobalt may retain and use the information which you provided in your application to deal with any matter which may arise in connection with your application, for purposes of contacting you in connection with ongoing recruitment opportunities, as well as for data analysis, general management and business purposes. Cobalt may retain your personal information for up to 24 months from the date you last applied for employment at

Cobalt or longer if you request that we continue to consider you for future opportunities. After that period, your data will be deleted from Cobalt's databases, unless we are legally permitted to retain for a longer period of time.

You have the option to withdraw yourself from a particular application at any time, and you may request us to delete or modify your information at any time during the application process by sending us an email at jobs@cobaltspeech.com. Although you may request that your information be deleted from our database at any time, we may retain certain information related to your particular application in order to meet legal or records retention requirements in your country of residence. If you have requested deletion, the information will be purged when no longer required by law.

Notice to the applicants from the European Union: See the additional information in Section 6 below.

4. Disclosure of Your Personal Information

Access to your personal information is limited within Cobalt to those persons necessary for consideration of your application and with the appropriate information security assignments. To complete the evaluation of your application, this access may include individuals within the Cobalt group companies but outside your country of residence. If transferred outside your country of residence, your data is protected consistent with the provisions of this notice. If your application is not accepted and you have consented to Cobalt's retention of your data, access is limited to those persons necessary to maintain that information and keep you informed of ongoing opportunities with Cobalt. As with your initial application, access may include members of Cobalt's recruiting team within the Cobalt group companies but outside your country of residence.

To achieve better quality in the processing and administration of applicant data, Cobalt has entered into contracts with third parties to carry out processing on behalf of and only according to Cobalt's instructions. When data is disclosed to third parties, those parties are bound by confidentiality and data protection agreements and are required to keep your data secure consistent with the laws in your country of residence.

The third parties appointed by Cobalt may also use their own third parties (sub-processors) to carry out some of their processing. These sub-processors are also under the duty to maintain appropriate levels of security and confidentiality and only use the information as instructed consistent with the laws in your country of residence.

5. Transfer of Your Personal Information:

Since Cobalt operates globally, the information you submit may be transferred outside your country of residence to the US as well as other jurisdictions. Such transfers are performed consistent with the laws in your country of residence. The purpose of such a transfer is limited to the purposes described here.

6. Applicants from the European Union:

Cobalt warrants that it complies with the applicable European Data Privacy Laws, in particular EU Regulation 2016/679 (General Data Protection Regulation or GDPR), and Cobalt utilizes and adheres to the provisions laid down in the EU Standard Contractual Clauses released by the EC on 5 February 2010 and notified under document [C\(2010\) 593](#).

Further, you are aware that you have the following rights as a data subject under the conditions defined in section 15 GDPR such as: the right of access regarding the data concerning your person, the right to rectification, the right to erasure or restriction, right to object of processing, the right to deny the permission of data processing and the right to data portability. You are also aware that you have the right to lodge a complaint regarding the processing of your data with your countries supervisory authority regulating data protection. In case the data processing is based on consent, you also have the right to withdraw your already granted approval at any time.

7. Changes to This Policy and Questions:

Cobalt reserves the right to modify this Notice from time to time in order that it accurately reflects the law and our data collection principles. When material changes are made to this Notice, Cobalt will post the revised Notice. We encourage you to check back at the website, in order to be aware of the most recent version of this Notice.

If you have any questions or comments about this Notice as applicable to your personal information, or if you require access to your personal information held by Cobalt. Please contact Cobalt through the website or at the following:

Email: dataprivacy@cobaltspeech.com

Phone: 857-600-2728