

## **Job Application Data Privacy Statement and Consent to Use**

Your privacy is important to Skyward. Your application in response to this job posting will result in some processing, retention and use of your personal data by Skyward and by SmartRecruiters.

This statement (the “Job Application Data Privacy Statement”) aims to inform you of how Skyward will use the information you submit when applying for a job at Skyward through the Skyward website or similar portals (“Job Application Data”). For information on how SmartRecruiters may use your information please review their Candidate Privacy Policy at (<https://www.smartrecruiters.com/legal/>).

All Job Application Data that you submit to Skyward through this website or similar portals is collected by Skyward, Inc., based in Stevens Point, Wisconsin.

### **What type of information do we process?**

This Job Application Data Privacy Statement covers any Job Application Data that you submit to Skyward, such as:

- Name, address, email address, telephone number or other contact information;
- Information contained in your cover letter or resume, such as previous work experience, education or other information you provide for our consideration;
- Information requested as needed in the candidate review process;
- Type of employment sought, desired salary, willingness to relocate or other job preferences; and
- Names and contact information for referrals.

As a matter of clarity and to avoid any doubt, Skyward does not wish to receive any confidential, proprietary or patented information that you have received from your previous employers.

### **Who may access your Job Application Data?**

Only select employees of Skyward - - such as your potential future manager(s), employees of the Organizational Development Department, Human Resources Department and IT (for maintenance purposes only) - - and select employees of our external service providers and processors who support Skyward with the administration of recruitment applications, have access to your Job Application Data. Should we require you to utilize a third-party site (examples may include but are not limited to; Harver, WILLO, Profiles XT) as part of our recruitment process, you will have the opportunity to review and agree to their Terms and Conditions while accessing their sites.

Skyward will not supply any data to any third party other than those identified above without your express authorization.

### **Applicable Laws.**

Skyward recognizes that certain laws may require stricter standards than those described in this Job Application Data Privacy Statement. Skyward and Skyward entities will handle Job Application Data in accordance with local laws applicable at the place where the Job Application Data are processed. Where applicable local laws provide less protection than that provided by this Job Application Data Privacy Statement, Skyward will handle your Job Application Data in accordance with this Job Application Data Privacy Statement.

### **Your Choice.**

Providing your Job Application Data is voluntary. However, if you choose not to provide all of the data that is requested for your application, our ability to consider you as a candidate may be limited.

### **For what purposes will Job Application Data be used?**

The Job Application Data you provide will be used to assess your application for employment with Skyward, to verify your information and conduct reference checks, and to communicate with you in the context of your employment relationship with Skyward, if any.

If you accept employment with Skyward, the information collected will become part of your employment record and will be used for employment purposes.

### **How long will we keep your data?**

Your Job Application Data is stored in our applicant database for one (1) year as measured from your most recent submission of Job Application Data. You may access your Job Application Data, correct it or delete it as explained further below. The Job Application Data may become a part of your employment file at Skyward if you are hired. The Job Application Data may then be kept and maintained as may be required under applicable state or federal law.

### **Your Rights.**

You can access your Job Application Data, correct it or delete it at any time by logging into your application in the SmartRecruiters system. You may obtain further information regarding the processing and maintenance of your Job Application Data and on Skyward's general Privacy Policy by sending an email to [OrganizationalDevelopment@skyward.com](mailto:OrganizationalDevelopment@skyward.com).

### **Your Consent.**

By submitting your Job Application and Job Application Data, whether electronically or in hard copy, you are *granting your consent* to the processing of that information (including the transfer of your Job Application Data to Skyward) in accordance with this Job Application Data Privacy Statement.