



Last updated January 10, 2024

Entrust Corporation and any of its subsidiaries or affiliates (“Entrust”) value and respect your privacy. This Job Applicant Privacy Statement sets forth how we will use any personal data we collect or that you provide to us as a job applicant. **We strongly encourage you to read this Job Applicant Privacy Statement in its entirety.**

When we refer to **personal data** (or _____ in this Job Applicant Privacy Statement, we mean information that identifies, relates to, describes, is reasonably capable of being associated with, or is linked or reasonably linkable to you, either alone or in combination with other information. More detail about the types of personal data Entrust collects from job applicants Applicant _____ is set forth below.

What personal data does Entrust collect from Job Applicants?

Information you provide to us

We may collect the following Applicant Information from you as a job applicant:

- Your name, address and contact details, including email address and telephone number, place of birth, date of birth, marital status, nationality, gender;
- Details of your qualifications, educational background, skills, experience, and employment history, including start and end dates with previous employers;
- Information about your entitlement to work;
- Information about your current level of remuneration, including benefit entitlements;

of Applicant Information:

- Information about medical or health conditions, and whether you have a disability for which the organization needs to make reasonable accommodations during the recruitment process;
- Equal opportunity monitoring information, including information about your ethnic origin, sexual orientation and religion or belief;
- Information about your financial credit history and criminal record;
- In the United States, and depending on the role, you may be required to undergo drug screening and provide Entrust with your fingerprints.



Entrust may collect this information directly from you through application forms, CVs or correspondence with you or through interviews, meetings or other assessments.

Information we collect

Entrust may also collect Applicant Information about you from third parties such as former employers and employment background check providers, depending on local law. We will only collect this information once a job offer has been made to you. Before we conduct these checks, we will generally inform you that we are doing so to obtain your consent, and to let you know what information will be collected, from whom the information will be collected, and what we will do with the information. However, that is not always possible in all circumstances (for example, where informing you in advance could amount to an offense or otherwise prejudice others).

For what purposes do we use the employment information we collect?

Where applicable law requires us to have lawful basis for processing Applicant Information, we only process Applicant Information where we have such a lawful basis to do so (e.g., necessary for the performance of a contract, to comply with a legal obligation, to pursue our legitimate interests or where we have consent.)

We need to process Applicant Information to manage the



If your application for employment is successful, Applicant Information gathered during the recruitment process will be transferred to your personnel file and retained in line with our Employee Privacy Statement.

How do we protect your applicant information?

Entrust is an ISO 27001 and 27701 certified organization and uses appropriate technical, organizational, and administrative security measures to protect your Applicant Information from loss, misuse, unauthorized access, disclosure, alteration, and destruction. We also ensure we have Data Processing Agreements (DPAs) in place with all third party vendors to whom we transfer personal data. These security measures are designed to provide a level of security appropriate to the risk of processing your Applicant Information.

Storage and international data transfers

The Applicant Information that we collect from you may be transferred to and/or stored at a destination on our servers or our third-party servers that is different from the location where it was collected. It may also be processed by staff who work for us or for one of our suppliers in a location different from where the data was collected. We will only transfer your Applicant Information as permitted by law. Certain privacy and data protection laws require data controllers to put in place safeguards to protect Applicant Information transferred across borders. To comply with this requirement, Entrust utilizes the



required by local law will prevail. This Job Applicant Privacy Statement applies to the processing of Applicant Information by or on behalf of Entrust anywhere in the world.

Contact us

If you have questions or concerns about this Job Applicant Privacy Statement or our handling of your Applicant Information, please contact us at privacy@entrust.com or:

Entrust Corporation
Attention: Jenny Carmichael, VP of Compliance
1187 Park Place
Shakopee, MN 55379

To exercise your data subject rights, please use our [online form](#). We will do our best to answer your questions and address your concerns. If you are still not satisfied, you may lodge a complaint with your national data protection supervisory authority. The European Data Protection authorities can be found [here](#). The (ICO) can be found [here](#). The Office of the Privacy Commissioner of Canada can be found [here](#). The Cyberspace Administration of China (CAC) can be found [here](#).