



## Ottobock Job Applicant Privacy Notice

**Effective: July 6, 2023**

This privacy notice explains how Otto Bock HealthCare North America, Inc. and its majority owned and controlled entities and affiliates (collectively “Ottobock” or “we”) collect, use, disclose, and protect your personal information during the job application process. We are committed to safeguarding your privacy and ensuring that your personal information is handled securely and in compliance with applicable data protection laws. Please read this notice carefully to understand our practices regarding your personal data.

### **Personal Information We Collect:**

As part of the job application process with Ottobock, we may collect and process the following categories of personal information:

- Personal Information (e.g., name, email, mobile phone number, age, gender, address, race, ethnicity, veteran status pre-offer, whether you self-identify as an individual with a disability, whether you are legally authorized to work in the United States or Canada, driver’s license number and state, skills, licenses, certifications, memberships)
- Information regarding your interest in the position (e.g., resume, cover letter, whether you have any relatives currently employed at Ottobock, whether you have previously applied for employment at Ottobock, how you heard about the job, whether we may contact your current employer in connection with this application, desired salary)
- Educational background (e.g., school or institution, degree, major/discipline, end date, location, whether or not you graduated, GPA)
- Employment history (e.g., company name, company phone, company address, position title, description, duties and responsibilities, start date, end date, supervisor name, whether we can contact this individual for a reference, reason for leaving)

### **Purposes of Processing:**

We collect and process your personal information for the following purposes:

1. Assessing your application: We use your personal information to evaluate your qualifications and suitability for the position.
2. Communication: To contact you regarding your application, interviews, and provide updates on the status of your application.
3. Compliance with legal obligations: We may process your personal information to ensure compliance with labor laws, equal opportunity requirements, or immigration laws.

### **Legal Basis for Processing:**

We rely on the following legal bases for processing your personal information:

1. By filling out this application, you consent to us processing your personal information.
2. We may process your personal data to ensure compliance with applicable legal or regulatory requirements.

### **Data Sharing and Disclosures:**



We use ClearCompany to facilitate the job application process. ClearCompany will share the information in this job application with Ottobock authorized employees and departments involved in the recruitment process. We do not sell your personal information. We may share your personal information where required or permitted by law or for the purpose of responding to legal requests or regulatory obligations.

#### **Data Security and Retention:**

We have implemented appropriate technical and organizational measures to safeguard your personal information against unauthorized access, disclosure, alteration, or destruction. We retain your personal information for as long as necessary to fulfill the purposes outlined in this privacy notice or as required by applicable laws and regulations.

#### **Based on your jurisdiction, you may have the following rights regarding your personal information, subject to certain exceptions:**

1. Right to know: You have the right to know what personal information we collect, use, and disclose about you.
2. Right to access: You can request access to your personal information held by us and obtain a copy of such information.
3. Right to deletion: You have the right to request the deletion of your personal information.
4. Right to opt-out: If we sell or share your personal information, you have the right to opt-out of such activities.
5. Right to correct: You have the right to correct inaccurate personal information that we collect, use, and disclose about you.
6. Right to limit: You have the right to limit the use and disclosure of sensitive personal information that we collect, use, and disclose about you for limited purposes.
7. Right to non-discrimination: We will not discriminate against you for exercising your privacy rights.

To exercise your rights or make any privacy-related inquiries, please contact us using the contact details provided below.

- Email: [NAPrivacy@ottobock.com](mailto:NAPrivacy@ottobock.com)
- Submit a request to the Ottobock Compliance Reporting System:
- Toll-Free Telephone:
  - o English speaking USA: 855-222-4549
  - o Spanish speaking USA: 800-216-1288
  - o French speaking Canada: 855-725-0002
- Website: [www.lighthouse-services.com/ottobock](http://www.lighthouse-services.com/ottobock)
- E-mail: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (please include “Ottobock” with report)
- Fax: 215-689-3885 (please include “Ottobock” with report)

When submitting a request, please include which right you are seeking to exercise. We may need to ask for additional information to verify your request.

#### **Changes to this Privacy Notice:**

We may update this privacy notice from time to time to reflect changes in our privacy practices. Any revisions will be effective upon posting the updated notice. We encourage you to review this notice periodically for the latest information.