

## Highmark Health Data Protection Statement and GDPR Data Protection Consent for Job Applicants

Thank you for your interest in a career with [Highmark Health or any of its related subsidiaries or affiliated companies](#) (“Highmark” or “we”). Please read this document carefully. We will ask for your consent to these terms at the end. You should not provide your consent or submit any Personal Data (as defined below) if you do not agree to these terms.

We want you to understand what Personal Data we collect about you as part of the job application process and how we use it, as well as the rights you have related to that data. We have created this Data Protection Statement (“Statement”) to provide you with that information. Because we comply with the legal requirements of the European Union’s (“EU”) General Data Protection Regulation (“GDPR”), we have to obtain your explicit consent for the processing of your Personal Data in order to accept your application for employment online.

**If you are sending us your information from the European Union (“EU”) or the European Economic Area (“EEA”) for the purposes described in this Statement, you are entitled to certain rights and protections that may not be generally available to other applicants. These provisions only apply to you if you are coming to us from a GDPR covered area.**

When you apply for a job with us, we collect your Personal Data and store it in a separate U.S. based cloud application that is only accessible to our authorized personnel and certain of our third party service providers. All reasonable and appropriate measures will be taken to prevent disclosure of your Personal Data beyond the scope necessary to facilitate your voluntary participation in our employment process. The table below details the types of Personal Data we collect, why we collect it, how long we keep it, and how we use it during the employment process.

Categories	Details
<b>Types of Personal Data collected</b>	We may collect your address, city, postal code, country, phone number, email address, your job preference, current and prior employment, education, language proficiencies, licenses and certificates, skills, references, resume, transcripts, and any other personal information you choose to provide (“Personal Data”).
<b>How Personal Data is used during the application process</b>	We use this data to adequately fill job openings, to provide for career planning, career training, and business travelling.  Your email address and phone number will be used as a unique identifier and the information may be used to contact you to communicate employment related information.
<b>How Personal Data is used if you are selected</b>	We will retain this information and process it for personnel, administrative, or other purposes related to your employment with us.
<b>How Personal Data is used if you are not selected</b>	We will retain the information in our system in accordance with applicable law and our <a href="#">Highmark Health Information and Disclosures of Personal Data under the European Union General Data Protection Regulation</a> policy. With your consent to this document, we will contact you should other appropriate opportunities arise that may suit your experience and interests.
<b>How we will retain your Personal Data</b>	We are entitled to keep your resumes, CVs, cover letters, copies of certificates and diplomas, questionnaires, interview notes beyond the end of the application process. We will delete or anonymize these documents after the end of your job application process in accordance with our Records Management Policy, unless you demand in writing that the documents be deleted or anonymized sooner, or there is another justified need under the GDPR or other applicable law to keep your data longer.

Your Personal Data will be disclosed to the appropriate Highmark personnel and to certain of our third party service providers who support the talent acquisition process in order to consider you for an employment opportunity. We will disclose the Personal Data we collect from you under the following circumstances:

- (i) when required or permitted by law or government agencies,
- (ii) when required pursuant to valid requests by law enforcement,
- (iii) for purposes relevant to our corporate policies or litigation, to the extent permitted under applicable law, or when it is prescribed in GDPR or other applicable law.

We may use third-party service providers to process personal information on our behalf, including for information storage, human resource administration, and similar purposes. These services providers are located in the United States and in Canada. By agreeing to the Statement you consent that we may transfer and release your Personal Data relating to the application procedure to authorized individuals of these third-party service providers for job application purposes only.

If you have questions about how we process your Personal Data and what we store about you, please contact [privacyinternational@highmarkhealth.org](mailto:privacyinternational@highmarkhealth.org).

### **Consent**

**By agreeing to the terms and conditions set out in this Statement, and by providing us with your Personal Data, you consent to the collection, use, and disclosure of any information you provide in accordance with the above purposes and this Statement. This consent is given voluntarily and can be revoked at any time in writing by sending an email to [privacyinternational@highmarkhealth.org](mailto:privacyinternational@highmarkhealth.org).**