

Highmark Health Data Protection Statement and 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. We have created this Data Protection Statement (“Statement”) to provide you with that information.

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
Types of Personal Data collected	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”).
How Personal Data is used during the application process	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.
How Personal Data is used if you are selected	We will retain this information and process it for personnel, administrative, or other purposes related to your employment with us.
How Personal Data is used if you are not selected	We will retain the information in our system for historical and auditing purposes, as well as in accordance with applicable law. With your consent to this document, we will contact you should other appropriate opportunities arise that may suit your experience and interests.
How we will retain your Personal Data	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 there is another justified need under 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.

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 privacy@highmark.com.

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 privacy@highmark.com.