

This privacy notice (the “**Notice**”) describes the ways that the Credit Union of New Jersey (“**Company**”, “**we**”, “**us**”, “**our**”), collects and uses your personal data as a candidate (“**you**” or “**candidate**”). It also describes how we collect, process, retain, and disclose personal data about you when providing services to you through our job application processes and our practices for using, maintaining, protecting, and disclosing that information. We work with Recruit, as a recruiting and applicant tracking platform (“**Platform**”), to handle your personal data as a job candidate. In addition, this policy describes the rights and options available to you with respect to your personal data.

This policy applies only to information we collect:

- Through the Platform.
- In communications, including email, text, chat, and other electronic messages, between you and the Platform.

It does not apply to information collected by:

- Us offline or through any other means, including on any other website operated by Company or any third party that does not link to this policy; or
- Any third party (including Recruit), including through any application or content (including advertising) that may link to or be accessible from or through the Platform.
 - Recruit’s privacy policy is available [here](#)

We are the responsible party for the candidates’ personal data when provided to the Platform in the context of your candidacy. We determine the means and purposes for the processing of your personal data.

1. Personal data processed

The types and categories of personal data we collect or process include:

- Account and contact information, including name, address (such as home address, work address, or other address), email address, phone number, username, and other contact information you provide us.
- Demographic information, including your race, ethnicity, gender, and education level, if you have consented to such information collection.
- Curriculum Vitae (resumé) information (including information such as skills, work experience, education),
- Notes submitted with your applications,
- LinkedIn and other online profiles URLs,
- the position for which you have been or are being considered,

- the source who submitted your candidacy (e.g., recruiting agency, referral),
- email correspondences between you, the Company and between the Company and other sources (such as recruiting agency and referrals) about your candidacy,
- information from references,
- events in the lifecycle of your candidacy,
- your responses to questionnaires sent to you by us, information about your candidacy and employment options (such as availability to be hired and salary expectations),
- evaluations of your candidacy,
- internal discussions within the Company about your candidacy, materials you or other parties (such as evaluators or background check providers) submitted in relation to your candidacy.

If you submit your candidacy by email or online, then you are the main source of the personal data. Your personal data can also originate from other sources, such as LinkedIn profiles, recruitment agencies, headhunters, and referrals.

2. How your personal data is used. Legal basis.

We will use your personal data in accordance with our Company Notice to:

- evaluate and consider you as a job candidate for positions, in accordance with its processes and policies for evaluating employment candidates, and
- to contact you for your candidacy status and interviews, to schedule meetings and interviews.

The lawful bases we rely on for processing personal information are (if applicable to us under privacy law):

1. You gave us your consent to the processing of your personal data (for one or more specific purposes);
2. Processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract;
3. Processing is necessary for the purposes of the legitimate interest; and/or
4. Processing is necessary for compliance with a legal obligation to which the controller is subject.

If you have questions about these uses, please contact us. Please note that the legal basis is provided for GDPR purposes only.

3. Who We Disclose Your Information To

We may disclose aggregated information about our users and information that does not identify any individual without restriction.

We may also disclose personal data that we collect, or you provide as described in this privacy policy:

- To our subsidiaries and affiliates.
- To contractors, service providers, and other third parties we use to support our organization and who are bound by contractual obligations to keep personal data confidential and use it only for the purposes for which we disclose it to them.
- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Credit Union of New Jersey's assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal data held by Credit Union of New Jersey is among the assets transferred.
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your personal data:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of our organization, our customers/members, or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

4. Who will process your data

1. We may share your personal data with our service providers and vendors who assist us to collect, process, and store your personal data, including Recruit (who provide us with the Platform), in the context of your candidacy. These companies are authorized to use your personal data as necessary to provide these services or as otherwise authorized by us. Recruit's privacy policy is available [here](#).
2. Personal data may be shared with, or transferred to, our affiliated corporate group entities (entities controlled by, under common control with, or controlling us, directly or indirectly).
3. We may share your general recruitment status with third parties who submitted your candidacy to us.
4. If your details are submitted to the Company by a third-party (such as an employee of the Company or a recruiting agency), the Company can give the third-party access to your name, photo and some of the general recruitment status.

5. If you apply to a job opening using a unique referral link that was provided to you by an employee of the Company to which you are applying, the Company may share some of your general recruitment status, without identifying you by name, with the person that provided you the referral link.
6. The purpose of sharing the above information is to operate incentive programs (i.e. employee referral bonus programs) of the Company and to provide feedback to third-parties who submit candidates to the Company regarding their submission.
7. If we are required to disclose your information by a judicial, governmental and/or regulatory authority to comply with applicable laws, regulations and rules (including, without limitation, federal, state or local laws), and requests of law enforcement, regulatory and other governmental agencies or if required to do so by court order.
8. If, in the future, we sell or transfer, or we consider selling or transferring, some or all of our business, shares or assets to a third party, we will disclose your personal data to such third party (whether actual or potential) in connection with the foregoing events.
9. In the event that we are acquired by, or merged with, a third party entity, or in the event of bankruptcy or a comparable event, we reserve the right to transfer, disclose or assign your personal data in connection with the foregoing events, including, in connection with, or during negotiations of, any merger, sale of company assets, consolidation or restructuring, financing, or acquisition of all or a portion of our business by or to another company.

If you wish to receive further information, please contact us.

5. Security and data retention

1. **Retention.** We keep the categories of personal data described in this policy for as long as reasonably necessary to fulfill the purposes described or for as otherwise legally permitted or required, such as complying with our legal obligations, resolving disputes, and for safety, security, and fraud prevention. This means that we consider our legal and business obligations, potential risks of harm, and nature of the information when deciding how long to retain personal data. At the end of the retention period, personal data will be deleted, destroyed, or deidentified.

If you are a California resident, visit <https://www.oag.ca.gov/privacy/ccpa> for more information about the retention periods that apply to the personal data categories we collect.

2. **Security.** We implement industry-standard measures to reduce the risks of damage, loss, unauthorized access, or use of your personal data. However, these measures do not provide absolute information security.

6. International data transfers

We host your personal data in connection with our use of the Platform either in the European Economic Area, in the US, in the country where we are located, or in countries deemed as providing an adequate level of data protection.

Your data will be accessible in the country where we or our service providers are located, the UK, the US, and countries deemed as providing an adequate level of data protection.

See [here](#) the Platform's vendors. For more information, please contact us.

7. Your rights

Your rights may vary, depending on the applicable law. These rights may not be available in certain jurisdictions and/or may be subject to certain derogations or limitations. You may have the following rights:

1. To ask us to receive a copy of your personal data that is stored on our servers, including the Platform;
2. to update, correct and/or delete your personal data;
3. to request the restriction of processing concerning your personal data or to object the processing of your personal data;
4. to request to obtain a copy of your personal data in a structured, commonly used and machine-readable format;
5. If we rely on consent, please note that you have the right to withdraw consent at any time; and/or
6. to lodge a complaint with a supervisory authority.

If you wish to exercise any of these rights, please contact us. If you choose to exercise any of your rights, we will handle these requests in accordance with applicable law.

Important: The exact scope of these rights vary by state. There are also several exceptions where we may not have an obligation to fulfill your request.

In the context of the Platform, we do not use any automated decision-making related to your personal data.

8. Minors

Our Services are not intended for, and we do not knowingly collect any personal data from, children under the age of 18. If we learn we have collected or received personal data from a child under 18 years old without verification of parental consent, we will

delete that information. If you have reason to suspect that children's data is collected, you are kindly requested to immediately report it to us.

9. Changes to this privacy notice

We may update this policy from time to time, and we will provide notice of any such changes to the policy as required by law. The date the privacy policy was last updated is identified at the top of the page. We will notify you of changes to this policy by updating the "last updated" date and posting the updated policy. We may email or otherwise communicate reminders about this policy, but you should check the policy periodically to review the current policy and any changes we have made to it.

10. Contact us

To exercise your rights or ask questions or comment about this privacy policy or our privacy practices, contact us at:

1301 Parkway Avenue
Ewing, NJ 08628
hr@cunj.org
609-538-4061 x2113

(GDPR only) If your question relates to our data protection officer (DPO) or representative in the EU, we will forward the request accordingly.