

## Privacy Policy

Effective Date: May 22, 2025

Last Updated: May 22, 2025

This Privacy Policy outlines the manner in which Choice One Staffing Group, Inc. collects, uses, discloses, and protects the personal information of individuals who engage with our services or visit our website.

### 1. Information We Collect

**\*\*From Applicants: \*\***

- Full name, contact details (email address, phone number, physical address)
- Emergency contact information (if provided)
- Resume, employment history, educational background
- Government-issued identification (e.g., Driver's License, SSN, Passport)
- Work authorization status
- References and background check information (subject to consent)
- Bank account details (for payroll purposes)

**\*\*From Clients: \*\***

- Company name and contact information
- Billing and payment information
- Job descriptions and hiring requirements

### 2. Methods of Data Collection

- Online forms (e.g., job applications, contact forms)
- Uploaded resumes, documents, and onboarding materials
- Text Messaging
- Telephone inquiries and direct communication

### 3. Purpose of Data Collection

- Candidate sourcing, job placement, and recruitment services
- Onboarding and payroll processing
- Background and reference checks (with consent)
- Maintaining accurate business records
- Responding to inquiries
- Marketing, analytics, and service improvement

### 4. Data Sharing and Disclosure

We engage in trusted third-party service providers—including hosting partners, applicant-tracking system ("ATS"), third-party vendors such as background-check agencies, payroll processors, and website analytics providers—to perform business functions on our behalf. **\*\*These processors receive only the information necessary to deliver their services and are bound by confidentiality, data-processing agreements, and security obligations equivalent to our own.\*\***

### 5. Cookies and Tracking Technologies

Our website uses first-party and third-party cookies (e.g., WordPress session cookies, Google Analytics, and Google reCAPTCHA) to ensure functionality, prevent fraud, and understand aggregate site usage. **\*\*Visitors are presented with a cookie banner on their first**

visit and may manage consent or disable non-essential cookies at any time through the banner or their browser settings.\*\*

## **6. Data Storage, Security, and Retention**

Personal data is stored in encrypted databases within the United States and protected by access controls, firewalls, and routine vulnerability scans. \*\*Financial and government-ID data is encrypted at rest and in transit. We retain applicant and client records only for as long as reasonably necessary to fulfill the purposes outlined in this Policy or to comply with legal requirements, after which data is securely deleted or anonymized. We will notify affected individuals of any breach that is likely to result in a high risk to their rights and freedoms within the timeframe required by law.\*\*

## **7. Your Rights**

Depending on your location, you may have additional rights under data-protection laws such as the EU General Data Protection Regulation (“GDPR”) or the California Consumer Privacy Act (“CCPA”), including the rights to access, correct, delete, or restrict the processing of your personal information and to opt out of certain data sales or sharing.

\*\*You may exercise these rights at any time by contacting us using the methods below; we will respond within the timelines mandated by applicable law.\*\*

## **8. Children’s Privacy**

\*\*Our services and website are not directed to children under 16, and we do not knowingly collect personal information from anyone under 16 years of age. If we discover that such data has been provided to us, we will promptly delete it. \*\*

## **9. International Transfers**

\*\*If you are located outside the United States, please note that your information will be transferred to and processed in the United States, where data-protection laws may differ from those in your jurisdiction. We implement appropriate safeguards, such as Standard Contractual Clauses, to protect your data during such transfers.\*\*

## **10. Updates to This Policy**

\*\*We may update this Policy from time to time. Material changes will be announced via a prominent banner on our homepage or, for registered clients and applicants, by email. Your continued use of the website after the effective date of the revised Policy constitutes acceptance of the updated terms.\*\*

## **11. Contact Information**

\*\*Choice One Staffing Group, Inc.\*\*

2009 MacKenzie Way, Suite 250

Cranberry Township, PA 16066

Phone: 724-452-5800

Email: [info@choice1staffing.com](mailto:info@choice1staffing.com)

## Terms of Service

Effective Date: May 22, 2025

Last Updated: May 22, 2025

These Terms of Service ("Terms") govern your use of the website and services provided by Choice One Staffing Group, Inc. ("Choice One," "we," "us," or "our"). By accessing or using our website, you agree to be legally bound by these Terms.

### 1. Scope of Services

- Information on staffing services including temporary, contract, and direct hire
- Online job application and resume submission
- Client inquiry and job order submission forms

### 2. User Responsibilities

**\*\*Applicants agree to:\*\***

- Provide accurate and complete information
- Authorize resume/profile sharing with employers
- Understand that employment is not guaranteed
- Consent to background/reference checks (if required)

**\*\*Clients agree to:\*\***

- Provide lawful job descriptions and pay agreed fees
- Avoid direct hiring of referred candidates without proper consent and fees

### 3. Equal Employment Opportunity

**\*\*Choice One is an equal opportunity employer. We recruit, hire, and place applicants without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable law.\*\***

### 4. Account Creation

Our website currently does not support user accounts.

### 5. Disclaimers and Limitations of Liability

We do not guarantee job placements or employment outcomes. **\*\*To the maximum extent permitted by law, our aggregate liability arising out of or related to your use of the website or services will not exceed the greater of (a) USD 100 or (b) the total fees paid to us for the specific service giving rise to the claim.\*\***

### 6. Dispute Resolution and Governing Law

**\*\*Any dispute or claim arising out of these Terms or your use of the website shall be resolved through binding arbitration in Pittsburgh, Pennsylvania, in accordance with the rules of the American Arbitration Association, except that either party may seek injunctive relief in a court of competent jurisdiction. These Terms are governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its conflict-of-law provisions.\*\***

### 7. Intellectual Property and License

**\*\*By submitting a resume, profile, or other content to the website, you grant Choice One a non-exclusive, worldwide, royalty-free license to use, reproduce, and transmit that content**

for the purpose of providing staffing services. All site content, trademarks, and logos remain the exclusive property of Choice One and may not be copied, modified, or distributed without our prior written consent.\*\*

## **8. Termination**

We may terminate access due to violations. Clients may terminate as per staffing agreements.

## **9. Amendments and Updates**

\*\*We will post any updates to these Terms on the website and, where practical, alert registered clients or applicants by email. Continued use of the website after changes become effective constitutes acceptance of the amended Terms.\*\*