

Express Employment Professionals Privacy Policy

Effective Date January 1, 2006 (last updated December 31, 2019)

Applicability

This Policy describes the information collection and use practices of Express Employment Professionals (Express). This includes for our websites and apps. It applies to information we collect from individuals seeking employment with or through us. This includes job seekers using our staffing services. It also applies to Express associates and employees.

Categories of Information We Collect

Our sites are primarily intended for job seekers. Listed below are details about the categories of information we collect:

Contact information. We collect your name and phone number. We also collect your street address and email address.

Employment information. We collect education and employment history from job seekers and applicants. This includes credentials. We collect information about your skills. We collect information about your references and availability. From associates, we may collect drug screening results. We might also collect health and medical information from associates and employees. This includes any work restrictions and accommodations. We also collect social security numbers from associates and employees.

Financial information. We collect banking account numbers and tax withholding information. We also collect details about assets and liabilities from potential franchisees and current franchisees.

Demographic information. We collect gender and date of birth. We also collect marital status and ethnic information. We collect citizenship and veteran status. We collect location information from website visitors and app users. This may include precise location information.

Performance information. We collect certain information about job performance.

Site usage information. We collect logs and session data when you visit our website or use our application. We collect browser and operating system information. We collect what site you came from or what site you visit when you leave us. We collect your IP address. We also collect device identifiers.

Business Purposes for Information Use

We use the categories of information for the business and commercial purposes outlined here:

We use information to respond to your requests. We use contact information to respond to you. We also use contact information to communicate with you about our policies and terms. We use

contact, demographic, and employment information to process your application. If you submit a franchisee application, we will also use financial information.

We use information to perform our services. We use contact information to notify you about new job opportunities. We use contact, employment and site usage information to identify new job seekers or clients.

We use information for marketing purposes. We use contact, demographic, and site usage information to communicate about our services and to provide information about Express. This may be by email, on our app, or by text. It may also be on social media platforms. It also includes information we think you would find interesting.

We use information to improve our services. We use site usage information to make our website better. We use your contact, demographic, and site usage information to customize your experience with us.

We use information to protect our company and constituents. We use contact, demographic, and site usage information to protect our company and customers. We use this same information to identify fraud and secure our systems. We use all categories of information for other purposes as permitted by law.

How We Collect Information

We collect categories of information in the following ways:

We collect information directly from you. We collect your contact, financial, demographic, and employment information from you. This could be in person or online. It could also be on our website or our app.

We collect information passively. We use tracking tools to collect site usage and demographic information. Tracking tools include browser cookies and web beacons. We do this on our websites and in emails that we send to you. We collect information about users over time when you use our websites or app. We have third parties collect personal information this way. Learn more about these tools and how you can control them by reading our Ad and Cookie Policy.

We collect information about you from third parties. We collect contact, demographic, employment, and site usage information from our business partners. Social media platforms give us information about you. We purchase contact information from third parties.

We Combine Information

We combine information we collect from you on the website with information we receive from you offline. We combine information that we have collected across other third-party sites. We also combine information you provide with information we obtain from third parties.

When We Share Information with Others

We share categories of information as described here:

We share information with our franchisees. This includes contact, demographic, and employment information.

We share information with vendors who perform services on our behalf. This includes contact, demographic, and employment information to vendors who provide services for administering employment. For example, benefits providers. We share contact and site usage information with vendors who help us deliver marketing and other communications.

We share information with our clients. We share contact, demographic, and employment information with clients seeking associates.

We share information if we think we have to in order to comply with the law or to protect ourselves. We share information we collect about you to respond to a court order or subpoena. We share information in response to a government agency or investigatory body request. We share information we collect when we investigate potential fraud.

We share information with any successor to all or part of our business. If all or part of our business was sold, we may share your information as part of that transaction. If there is a merger or acquisition, we may also share your information. If there is a financing or bankruptcy, we may share your information.

We share information as permitted by law and for other reasons we may describe to you.

You Have Certain Choices

We provide you with options on how we use your information, as described here:

You can opt out of receiving our marketing emails. To stop receiving our promotional emails, follow the “unsubscribe” instructions in any promotional message you get from us. Even if you opt out of getting marketing messages, we will still send you transactional messages. These include responses to your questions or other necessary information about your account.

You can control cookies and tracking tools. To learn how to manage how we and our vendors use cookies and other tracking tools, and to read our Do Not Track Policy, see our Ad and Cookie Policy.

We Use Reasonable Security Measures

The Internet is not 100% secure. We cannot promise that your use of our sites or apps will be completely safe. We encourage you to use caution when using the Internet. This includes not sharing your passwords.

We Store Information in the United States

We are located in the United States. Our digital properties and businesses for use are maintained in the US. Our services and properties are not intended for people who reside elsewhere. If you live outside of the US, you understand and agree that we may transfer your information to the US. Our sites and businesses are subject to US laws, which may not afford the same level of protection

as those in your country. By submitting your information, you agree to the processing of it in the US.

Third-Party Sites and Links

If you click on a link to a third-party site, you will be taken to websites we do not control. This includes our pages on social media sites. This policy does not apply to the privacy practices of these websites. Read the privacy policy of other websites carefully. We are not responsible for these third-party practices.

Information Collection from Children

Our sites and apps are meant for adults. We do not knowingly collect personally identifiable information from children under 13 without permission from a parent or guardian. If you are a parent or legal guardian and think your child under 13 has given us information, you can email us. You can also write to us at the address listed at the end of this policy. Please mark your inquiries “COPPA Information Request.” Parents, you can learn more about how to protect children’s privacy online www.ftc.gov.

Contact Us

If you have questions about this Policy, you can write or call us at:

Express Employment Professionals
9701 Boardwalk Blvd.
Oklahoma City, OK 73162
(405) 840-5000
Fax: (405) 717-5516

You can email us at onlineinfo@expresspros.com.

Policy Updates

We may make changes or updates to this Policy. We will notify you of at your email address we have on file of any material changes to this Policy as required by law. All changes will also be posted on our website. Please check our site periodically for updates.