

The Career Center's Privacy Policy

January 2014

This online privacy policy describes the information that Sodexo Operations, LLC ("Sodexo") collects through the Career Center's web site ("Web Site") through the following:

- [iCIMS Platform](#);
- [Internal Career Center](#);
- [External Career Center](#); and
- [Reconnexions Career Center](#).

Sodexo recognizes and respects the importance of maintaining the privacy of individuals who use this Web Site and has established this privacy policy to inform you of:

- the personal information that we may collect from (i) you when you visit the Web Site, submit online forms to Sodexo, or provide information to Sodexo via telephonic communication; and/or (ii) third-party vendors (e.g., repositories of current and former employees' information and/or applicants' information, as well as services that conduct background investigations);
- why we gather information from you;
- how we collect it;
- how we use it; and
- the choices you have regarding our use of personal information you have provided.

What type of information does Sodexo collect about me?

Sodexo may collect personal information to help improve our services, to communicate with you, and to create your profile for tracking your job application(s) and for filling job vacancies. Personal information means information about an individual and may include identifying information such as your name; address; mail address; telephone number; e-mail address; information that you provide on your resume (e.g., education, training, profession, employment, memberships, and affiliations); information requested for the purpose of fulfilling equal employment opportunity and affirmative action compliance requirements that you choose to provide (specifically, racial or ethnic information, veteran status, and gender); information for a background investigation, if necessary (e.g., birthdate, social security number, criminal conviction information, past addresses, driver's license information); and information gathered for tax purposes after your hire (e.g., your marital status).

In addition to the personal information that you actively provide us or that third-party vendors provide, we may also collect Web Site use information which includes information about your Internet service provider, browser type, domain name, IP address, the web site that referred you to us, the web pages you request, the date and time of those requests, and entry and exit points.

Sodexo may also collect aggregated data, which is data from which the identity of an individual cannot be determined. Since it is not personal information, Sodexo may use aggregated data in any way it considers appropriate.

How does Sodexo use personal information?

Sodexo may use personal information in order to:

- Communicate with you about positions for which you have applied and/or job vacancies;
- Allow Sodexo's recruiters to identify potential candidates for job vacancies;
- Fulfill equal employment opportunity and hiring compliance requirements;
- Conduct background investigations;
- Communicate to the extent required, with and manage our relationship with Sodexo's consultants, strategic partners, agents, distributors, suppliers, contractors and other third parties in order to provide career services; and
- Meet any applicable legal and regulatory requirement.

Is my personal information shared with third parties?

After you receive recruitment information from us or third-party vendors, we will give you the option on whether you would like to receive these communications.

Our Web Site may share information with companies that provide support services to us (such as mailing houses, web hosts, or electronic data repositories, or providers of background investigation services) or that help us market our services (such as e-mail vendors). These companies may need information about you in order to perform their respective functions in support of the Web Site's operation. These companies may only use your information to further Sodexo's hiring and recruitment efforts.

We may disclose specific information upon governmental request, in response to a court order, when required by law, to enforce our corporate policies, or to protect our or others' rights, property, or safety. We do not provide information to these agencies or companies for marketing or commercial purposes.

In the event of a sale of some or all of our business, Sodexo may disclose personal information to those involved in a transfer of all or part of the assets or business.

Unless permitted by law, no personal information is collected, without first obtaining your consent for the collection, use and sharing of that information. By providing personal information to Sodexo, you agree and consent that we may collect, use and share your personal information in accordance with this privacy policy.

In most cases, and subject to legal and contractual restrictions, an individual is free to refuse or withdraw his or her consent at any time upon reasonable, advance notice. It should be noted that in some circumstances, certain assistance with respect to career opportunities can only be offered if you provide personal information to Sodexo. If you choose not to provide us with any required personal information, we may not be able to offer the career assistance sought.

How can I change what communications I receive?

We may use your e-mail address and other contact information provided to us through the Web Site to correspond with you about your job application or job vacancies. If you do not wish to receive information regarding your job application or job vacancies at Sodexo, you can remove yourself from any e-mail lists at any time by following the instructions included with each e-mail.

Please note, that even if you opt out of receiving notices about your application or job vacancies, we may still use your information to communicate with you for other purposes, such as customer service responses and other communications that we consider necessary.

How do I modify my personal information?

You may change your personal information by entering the Web Site to update the information yourself or by e-mailing the contact listed below.

Why does Sodexo collect Web Site information?

During your visit to the Web Site, we will collect certain Web Site use information for a number of purposes, namely to:

- Make your access to services more convenient and efficient;
- Facilitate Sodexo's hiring and recruitment activities;
- Establish Web Site activity trends;
- Monitor Web Site performance; and
- Improve Web Site design and functionality.

Our collection of information concerning the use of this Web Site involves the use of cookies. A cookie is a small removable data file that is stored by your web browser on your computer.

You can choose to have your computer warn you each time a cookie is being sent or you can choose to turn off all cookies. You do this through your browser (like Google Chrome, Firefox, Safari or Internet Explorer) settings. Each browser is a little different, so look at your browser Help menu to learn the correct way to modify your cookie settings.

We use pixel tags – tiny graphic images – to help us analyze your online behavior, but we do not tie that behavior to any personal information.

When you visit our Web Site, we do not collect (or grant permission to third parties to collect) personally identifiable information about your online activities over time and across different web sites or online services.

How is my personal information secured?

Sodexo strives to maintain appropriate physical, procedural and technical security with respect to its offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of personal information.

We encrypt the pipe through which personal information, such as your name and telephone number, is sent, using Secure Socket Layer (SSL) technology to ensure that your information is safe as it is sent over the Internet to our server.

This Web Site is intended as a general audience site that is not designed nor intended to collect personal information from children under the age of 13. Sodexo does not knowingly collect personal information from anyone under the age of 13, and does not use such information if it discovers that it has been provided. To respect the privacy of children and to comply with the Children's Online Privacy Protection Act, children under the age of 13 should not provide any personal information on this Site. We ask that parents supervise their children while online.

This Web Site is intended as a site for users who reside in the United States only. Sodexo does not knowingly collect personal information from individuals residing outside of the United States and protects and uses personal information pursuant to the laws of the United States.

What about links to other sites?

Sodexo wants you to be aware that when you click on links and/or ad banners that take you to affiliated or third-party web sites, you will be subject to the privacy policies and terms of use of those web sites, not ours. We encourage you to read the posted privacy statement and user terms whenever using, and prior to providing any personal information to, any other web site.

If we decide to change our privacy policy, we will post a new statement on our Web Site and change the date at the top of the policy. Therefore, we encourage you to check the date of our privacy policy whenever you visit this Web Site for any updates or changes.

Your Comments

Sodexo welcomes questions, comments, or concerns about this privacy policy. Please send your comments and questions to **CareerOpportunities.USA@Sodexo.com**