

JobApsCloud Cookie Policy

JobAps, Inc. (hereinafter, “**JobApsCloud**”, “**we**”, or “**us**”) is transparent in how we use the personal data obtained from users of our website and browser-based web applications (“**Applications**”). The purpose of **JobApsCloud Cookie Policy** (“**Policy**”) is to inform customers and users (“**You**”) about how we collect and use the information you provide to us through our website and applications. This **Policy** also describes the type of data that may be collected by our use of cookies and other technologies across our websites and applications.

1. Applicability of this Policy

This Policy applies to JobAps, Inc. (“**JobApsCloud**,” “**we**,” or “**us**”), **Customers**, and **Applicants** who use or visit the JobApsCloud services and Applications incorporated into the Terms of Use and located on the domain www.JobApsCloud.com, as well as any authorized sub-sites that expressly adopt, display, or link back to this **Policy**.

1.1 You

You are a “Customer” if you are an employer that uses our web applications and services to support recruitment, screening, selection, and onboarding process. The term “Customer” also includes the employees, consultants, or other agents affiliated with the employer that uses our services.

You are an “Applicant” if you use the JobApsCloud website and services to view job announcements; create an applicant account; create, edit, and submit an application for employment; register for notifications regarding positions; or use any services related to obtaining a position at one or more of the public-sector agencies that are customers of JobAps. For the purpose of this Policy, a person is an Applicant even if he or does not ultimately submit an application for employment at any Customer agency. **You** are an Applicant if you use JobApsCloud’s web application(s) to search for and apply for employment with one or more of our Customers.

If you wish to revoke your consent, you may contact JobApsCloud Support at support@jobaps.com. Requests to delete or review data are forwarded to the Customer where you applied, as per JobApsCloud policy.

You can visit our websites and view some of its content without sharing any information with us. But, without consenting to share at least some information with us, you will not be able to take advantage of the services we provide. For example, you may configure your browser to reject cookies from our site, but this action would disable basic functionality; you would not be able to create an account or an application for employment. (Please see the [Cookies](#) section for more information.)

1.2 Customers

If you use JobApsCloud's web applications and services, you consent to share personal information with a Customer agency. If, as an applicant, you create an applicant account, or submit an application for employment with one of our Customer Agencies, the personal information you provide is automatically collected by the Customer.

JobApsCloud collects, processes and stores the data you provide, but our control of the information is subject to the Customer's rights to the information. Our legal obligations to collect and store your information for the customer are defined within our contract with the Customer, and our ability to change or delete information is limited by our Customer's rights to that information. Please note, Customers may also store the information you provide in other systems controlled by the customer, such as a payroll system.

The information you provide is also subject to the Customer's own policies regarding retention and access control.

1.3 Third party service providers

We may also disclose your information with partners and third-party service providers for the following purposes:

1.3.1 Resume Parsing by Customers

JobApsCloud partners with third parties to provide some Customers features for collecting and parsing the resumes that have been made available or published on job boards or other services used by job seekers to publish resumes. JobApsCloud's resume parsing service only collects resumes made freely available on reputable job boards. Therefore, JobApsCloud assumes that the resumes were provided by individuals with their consent, and in accordance with the privacy policies governing the platforms where the resumes were published.

As JobApsCloud's resume parsing service providers may be based outside of United States, resume data may be collected, stored and processed in facilities outside of the United States.

1.3.2 Resume Parsing by Applicants

JobApsCloud offers some Customers certain features that allow Applicants to upload resumes and insert profile information from the resume into the employment application. This feature is optional; Applicants are not required to use it.

To provide resume parsing functionality to Applicants, JobApsCloud may rely on third party service providers. Because JobApsCloud's service providers for resume parsing may be based outside of the United States, the information contained in the resume may be stored and processed in facilities outside of the United States.

1.3.3 Hosting providers

JobApsCloud uses a third-party hosting provider to support the facilities (computers and network infrastructure) that run our software.

1.3.4 Background check service providers

Some Customers may, with your consent, commission a background check report in the course of assessing your application for employment. It is the responsibility of the Customer agency where you apply to obtain your consent for background checks. JobApsCloud may rely on third party service providers to transfer and store information obtained from background checks to the JobApsCloud system.

1.4 Third-Party Sites You Link to from JobAps

Our web applications may contain links to other, non-affiliated websites or providers. These may include social media platforms. For example, our application may contain a link that you may use to share an announcement for an employment opportunity on a social media platform.

This Policy does not apply to any information you provide to other websites that are not controlled by JobApsCloud. JobApsCloud is not responsible for the information you provide to other websites or entities through links launched from our web application. Any information you choose to provide to a third party is subject to that third-party's privacy policy and terms of service, not to this Policy. JobApsCloud does not in any way endorse or make any representations about such third-party websites and applications.

If you choose to access such links, we encourage you to review all third-party site privacy policies before submitting any of your data

2. Collection and Use of Personal Information

If you are an **Applicant**, we may collect personal data that you voluntarily provide to us when:

- You create an applicant account, even if you do not ultimately submit an application for employment.
- You register to receive notifications of employment opportunities, whether through e-mail or SMS text message.

If you are a **Customer**, we may collect data that you voluntarily provide to us when:

- You register to create a JobAps administrative user account.

2.1 Personal Information We Collect

We automatically collect information about you or your device when you access JobAps or JobApsCloud. In addition, we require that you voluntarily provide certain types of personal information to use our services.

2.1.1 Information Collected Automatically about Your Device or Computer

We may automatically collect the following types of information from your device when you visit our site or use the JobApsCloud's applications. The types of information listed below do not process or store information that identifies individuals, but rather the devices and software used by that person.

- **Usage data** includes webpages you visit, features you use.
- **Device Data** includes the Internet protocol (IP) address, browsers, device type (i.e. tablet, mobile phone or desktop computer), operating system, browser cookies.
- **Tracking data**, including logs and cookies used to collect anonymous user statistics. Tracking data does not identify individuals.
- **Logs** that store events that occur when you use JobAps and may include IP addresses, files viewed, records viewed, records edited, records and information deleted, and timestamps for these events.
- **Cookie data** is data stored in files on your computer or device that are necessary for JobAps applications to function. Please see the section about Cookies for more information. Information You Provide to Us

2.1.2 Information You Provide to Us

We require that you voluntarily provide some types of personal information to use the applications and services JobAps provides. Some of this information identifies you personally. For example, our application form requests that you submit your e-mail, address, phone number, and address as part of your application for a position.

If you are an Applicant, we collect the following types of personal information from you:

- **Contact information**, including your name, e-mail address, phone number, physical address, mailing address and related information may be requested from Applicants. Contact information may be requested from employees of customers to adequately identify users.
- **Account information** may also include your name, e-mail address, account identification number, usernames, password, and account activity.
- **Job history, application, and profile information** includes your work history, your employment status with current or former employers, and the contact information of your employers.
- **Personal information** relevant to your application for a position may be requested, including your driver's license, credentials, or education.
- **Other detailed personal information** may be requested for applications for certain types of employment applications, such as those for peace officer and first responder positions. This information may exceed the scope of information requested in applications for most positions but is typically only requested from applicants for peace officer or first responder positions, such

as Police Officers, and may include information regarding family members, affiliations, or physical characteristics such as tattoos.

If you are an employee of a Customer, we may collect the following types of personal information when you create an account:

- **Contact information**, including your name, e-mail address, phone number, assigned, department and job title.
- **Account information** may also include your name, e-mail address, account identification number, usernames, password, and account activity.

2.1.3 Information Provided to Customers

If you are an Applicant, the personal information you provide to us is also provided to the Customer, the agency where you are applying for employment. The Customer may use and store the information you provide in other systems and applications not controlled by JobAps. By using our services to create an account or submit an application, you consent to allow the Customer to use and store your information according to the Customer's policies. Such policies and practices may vary by Customer.

When you create an account or an application for employment, your information is provided to only one customer, the public-sector entity (i.e. State, County, or City) for which you created an account or application. The information you provide for a Customer **is not provided to other Customers**. The account and applications you create for one Customer agency is not shared with other Customer agencies. For example, if you apply for a position with a County government, and also apply for a position at a municipal government in the same area, we do not give the County access to the information you provided to the City. Your account and the information you provide to each Customer are maintained separately.

2.2 Information About You from Third Parties

We collect and use information collected by third-party partners to provide additional services to Customers. This information may include the following:

If you have voluntarily published your information through third-party sources, we also receive information about you from those third-party sources that JobAps subscribes to or companies that JobAps has partnered with. This information is only stored in accordance with your consent or agreements made with other third parties.

Information from third parties may include:

- **Resumes and profiles that you have voluntarily published** on job boards may be stored by JobAps in accordance with the terms of use and policies of that website or job board. For example, a customer may use a resume published on a job board or social media platform to create a job applicant profile.

- **Background checks**—if you provided consent to a potential employer to undergo a background check in the course of applying for a position, a Customer may use our systems to store and access information from the background check report or reports.

2.3 Disclosure of personal information

If you are an Applicant, your personal data may be shared outside of the country where you are located, with relevant JobAps partners in connection with reviewing information you may have voluntarily made public through other websites or third parties.

Where such transfers take place, JobAps has implemented internal privacy policies and processes that ensure a high level of protection of your personal information across JobAps' partners, irrespective of where the personal information originates or is processed.

2.4 Retention of personal information

We continue to store and process the personal data you provide until a customer—an employer—removes it, or until you request to have it removed. This retention policy ensures compliance with regulatory requirements and our customers' data retention policies.

2.5 Third Party through Mergers or Acquisition

If JobApsCloud is acquired by a third party through merger, acquisition, or bankruptcy, the information we control may be transferred to that entity.

2.6 Disclosures Required by Law

JobApsCloud may share personal information to comply with obligations under applicable regulation, statute, legal process, or enforceable government request.

3. Security Measures to Protect Personal Information

We maintain reasonable physical, technical and administrative safeguards to help protect against the unauthorized access, use and disclosure of personal data you voluntarily provide to us.

4. Use of technology: cookies and logs

4.1 Cookies

We may collect data when you visit our Website through the use of cookies. Cookies are identifiers that are transferred to your computer's hard drive through your web browser to enable our systems to recognize your browser.

We may also collect data that your browser sends us, such as your IP address, browser type, location, language, access time and referring Web site addresses. The data gathered by these cookies is in the form of aggregated anonymous data.

The European Union's [General Data Protection](#) ("GDPR") regulation provides a [framework for categorizing website cookies by purpose](#): strictly necessary, preference, and statistics cookies. Of these JobAps stores strictly necessary, preference, and statistics cookies as described below:

4.1.1 Strictly necessary cookies

GDPR describes strictly necessary cookies as "... essential for you to browse the website and use its features, such as accessing secure areas of the site. Cookies that allow web shops to hold your items in your cart while you are shopping online are an example of strictly necessary cookies. These cookies will generally be first-party session cookies" (GDPR, "[Types of cookies](#)").

Features of the JobAps website and web applications cannot function without strictly necessary cookies. For example, a job applicant cannot create an account or submit a job application from a browser if cookies are disabled on the browser or device. Strictly necessary cookies store anonymous information related to your session, and do not persist after your session ends.

4.1.2 Preference cookies

GDPR describes preference cookies as follows:

"Also known as "functionality cookies," these cookies allow a website to remember choices you have made in the past, like what language you prefer, what region you would like weather reports for, or what your user name and password are so you can automatically log in." (GDPR, "[Types of cookies](#)").

Our sites use preference cookies to store certain values like recruitment numbers as the user navigates through our web applications.

4.1.3 Statistics cookies

GDPR describes statistics cookies as follows:

"Statistics cookies — Also known as "performance cookies," these cookies collect information about how you use a website, like which pages you visited and which links you clicked on. None of this information can be used to identify you. It is all aggregated and, therefore, anonymized. Their sole purpose is to improve website functions. This includes cookies from third-party analytics services as long as the cookies are for the exclusive use of the owner of the website visited" (GDPR, "[Types of cookies](#)").

We may use statistics cookies to support statistical tools provided by third-party services collect statistics on traffic to our sites. This means that the anonymous data in these cookies may be read by these third-party service providers. As stated in the GDPR definition above, the information stored in these statistics cookies is anonymous and cannot be used to identify you or other individuals.

4.1.4 Information on cookie management in common browsers.

Web browsers usually provide settings that can be used to manage, delete or disable browser cookies.

Note: If you choose not to accept cookies, or if you disable cookies in your browser, you will not be able to use our websites or applications.

By accessing the links below, you may find more information from different browser developers on how to manage cookies in their browsers.

Note: The links below are provided as a convenience only. JobAps does not endorse the accuracy of the information they contain or accept any responsibility for their accuracy or completeness. JobApsCloud does not provide this information to endorse any browser or browser or developer.

- [Google Chrome](#)
- [Internet Explorer](#)
- [Mozilla Firefox](#)
- [Safari \(Desktop\)](#)
- [Safari \(Mobile\)](#)
- [Android Browser](#)

4.2 Logs

JobApsCloud may also use logs to collect data about visitors' use of the website. We may review server logs for security purposes, for example, to detect intrusions into our network. Server log data, which contains visitors' IP addresses, could in instances of criminal malfeasance be used to trace and identify individuals. In such instances, raw data logs would be shared with appropriate investigative bodies authorized to investigate such breaches of security. Like cookies, logs do not cross reference the data automatically collected with any type of personal data that is voluntarily offered by you on or through this Website.

5. Your Right to Access Your Information

You have the right to request your personal information collected and stored if you make a verifiable claim or offer a legitimate purpose. Since Customers have a legitimate interest to maintain your information, and Customers can verify requests for your personal data, we encourage you to forward requests to review or delete your personal information to the Customer agency where you applied. JobApsCloud can assist in the facilitation of your requests to access or delete your personal information by sending an email to support@JobAps.com. You can also contact the public-sector agency for which you created an account.

As an Applicant, when you create an account or submit an employment application to a Customer agency, your information is controlled by that Customer agency. JobAps processes and stores your information on behalf of you and the Customers where you apply for employment. Our Customers control what types of information are requested from you. Once your information is entered in JobAps,

Customers may store the information you provide. Therefore, your rights to change or delete your information may be subject to are subject to Customer internal policies and applicable law. For this reason, JobApsCloud is not in the best position to respond directly to requests to access or delete personal information. JobAps will assist with these requests to the extent allowed by law and our contractual obligations to our Customers.

JobApsCloud is committed to assisting our customers with complying with verifiable requests to delete personal information stored by us or our customers. If you wish to request that your personal information stored by us and our customers be deleted, you may send a written request to support@jobaps.com.

As previously stated, there are limits to JobApsCloud's rights to control or delete personal data stored by our customers. JobApsCloud will assist you in directing your inquiries about personal information stored by our customers to the appropriate personnel at our customer agencies.

5.1 Privacy Rights for California Residents

If you are a resident of the State of California, you may have additional rights under the California Consumer Privacy Act of 2018 (California Civil Code, Title 1.81.5).

5.2 Privacy Rights for Applicants Subject to the European Union's General Data Protection Regulation

JobApsCloud provides services for public-sector agencies located within the United States of America and to potential applicants seeking employment at those U.S. agencies. But because residents of the European Union may use JobApsCloud's services to search for employment opportunities within the U.S., personal information provided by European Union Residents may be subject to protections of the [EU's General Data Protection Regulation \("GDPR"\)](#).

Under the GDPR's definitions, JobApsCloud is a data processor and the Customer agencies that use our services are the controllers of the data. Therefore, JobApsCloud's ability to alter or delete personal information controlled by our customers may be subject to limitations. JobApsCloud will assist EU residents in directing requests to the appropriate personnel at customer agencies.

6. JobApsCloud's Reservation of Rights to Revise this Policy

JobApsCloud reserves the right to revise this Policy as appropriate to respond to law or industry best practices. If we implement material changes in the way we collect, store, or use personal information, updates to this Policy will be published on JobApsCloud's websites. We encourage you to review the Policy periodically.

Questions regarding this Policy may be directed to JobApsCloud at support@jobaps.com.