

US CANDIDATE PRIVACY NOTICE

Last Updated: March 2, 2026

This Privacy Notice explains what information AHEAD (“we,” “us,” “our”) collects about candidates (collectively, “Candidates”, “You”, or “Your”) during our hiring process, why we collect and how we use your information, and what your rights are related to your information. Please note that your use of any AHEAD service or website is also governed by our general [Privacy Policy](#).

What Personal Information Do We Collect?

During the recruitment process, we will collect information about you, either from you directly or from third parties with your approval, which may include the following:

- identifying and contact information, such as your full name, email address, physical address, IP address, telephone number, date of birth, government identification number, and other contact information;
- professional and employment information, such as a resume, a cover letter, other work experience, your work-permit status, your social-media profiles, or other information about your professional background;
- educational information, such as your school history, your qualifications and certifications, and any other information related to your education;
- citizenship information, such as your visa and right-to-works status;
- if you interview with us, we may collect any information provided or generated during the interview, including notes and/or audio or video recordings and transcripts made or taken during interviews and personal information such as names, voices, and shared content;
- information received from third parties, such as the results of a background check;
- sensitive information you voluntarily provide during the recruitment process, such as demographic information or information about your gender, race, ethnicity, and disabilities, but only when permitted under applicable laws; and
- any other information you choose to submit to us as part of your application.

The provision of this personal information is used in order to consider and process your application and, ultimately, to enter into an employment contract with you if your application is successful. You are not required to provide this personal information, however, failure to do so may mean that we are unable to consider and process your application or enter into an employment contract with you.

Diversity Information

If you use our online application system, you may be asked to provide certain information as part of our diversity, equity and inclusion efforts on a voluntary basis. It is not mandatory to provide this information, and it won't affect your application if you do not provide this information. The answers to these questions are not seen on an individualized basis and your submission will only be used to assess our diversity efforts.

How Do We Use Your Personal Information?

We only use the information we collect about you as part of our application and recruitment process in order to:

- evaluate your candidacy or application to make an employment decision;
- verify the information submitted or collected;
- manage our relationship and communicate with you;
- comply with any legal requirements; and
- make improvements to our recruiting processes.

Artificial Intelligence

AHEAD may use artificial intelligence (“AI”) tools, including internal and third-party applications, in accordance with applicable laws, to process your personal information for the following purposes during our recruiting process. We take reasonable measures to help ensure that our AI tools are used in a manner intended to be fair, lawful, and non-discriminatory, including maintaining governance and risk-management practices designed to identify, assess, and mitigate reasonably foreseeable risks of unlawful bias.

Consent is voluntary. You may choose to opt-out of the review or analysis of your application and resume by AI tools by using the General Application and may withdraw your consent to recording and transcription at any time before an interview begins. Declining or withdrawing consent will not negatively affect your candidacy.

Using AI to make decisions about your candidacy

We may process your personal information from your resume using AI tools to help us make decisions about your candidacy and to identify other job opportunities for you within AHEAD. Such AI tools identify information in candidate-provided resumes and CVs that is responsive to the requirements and qualifications set out in our job descriptions. The AI tools generate output that helps our team identify which candidates have a skill set that matches the position. The decision to advance an application is made by human reviewers. You may contact us as outlined below to request further information about how our AI tools work and how our recruiters make decisions about your application. You may also request that your application be solely reviewed by a human being.

Using AI to capture recordings and transcriptions during interviews

With your knowledge and consent, we may use AI to record, transcribe, and summarize interview interactions with AHEAD employees in order to evaluate your candidacy and improve our recruitment practices. The recording, transcription, and summary may only be viewed by individuals involved in the recruiting process, which may include our internal recruiting team and relevant hiring decision-makers.

How We Share and Disclose Your Recruitment-Related Information

We will only share your personal information with third parties for the purposes of processing your application where appropriate, for example, with talent sourcing and recruitment tool providers and recruitment agencies.

All our third-party service providers are required to take appropriate security measures to protect your personal information. We do not allow our third-party service providers to use personal information that we have provided to them for their own purposes. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

No Sale or Sharing of Personal Information

We do not sell or share (for the purpose of cross-context behavioral advertising) your personal information, as those terms are defined under the CCPA.

Retention

We will retain your personal information collected during the recruitment process only for as long as is necessary for the purposes set out in this Privacy Notice, subject to your rights, under certain circumstances, to have certain sections of your recruitment information erased (see the **What Are Your Rights in Relation to Your Personal Information** section below), unless a longer period is required under applicable law or is needed to resolve disputes or protect our legal rights.

What Are Your Rights in Relation to Your Personal Information?

Subject to the conditions prescribed in applicable laws, you have the right:

- **Right to access.** You have the right to request that we disclose to you what personal information we collect, use, disclose, share, and sell about you.
- **Right to delete.** You have the right to request that we delete your personal information that we've collected.
- **Right to update.** You have the right to request that inaccurate personal information we hold about you be corrected.
- **Right to restrict the use and disclosure of your sensitive information.** You have the right to request that we limit our use and disclosure of your sensitive personal information.
- **Right to nondiscrimination.** You have the right not to receive discriminatory treatment because you've exercised any of your rights under the CCPA or any other applicable law.

Where applicable, you can exercise any of these rights by contacting us as set out in the **Contact Us** section below.

International Data Transfers

Any information that you provide to us is stored in the United States and processed by AHEAD as set out in this Privacy Notice.

Contact Us

If you have any questions or concerns about this Privacy Notice or our personal information handling practices, please contact us at privacy@ahead.com