

APPLICANT PRIVACY NOTICE

ADCO AI LLC

This Applicant Privacy Notice describes how ADCO AI LLC ("ADCO") collects, uses, discloses, retains, and protects personal information in connection with recruitment, applications, interviews, assessments, and hiring-related communications.

1. SCOPE

This Notice applies to individuals who apply for employment, contract, internship, or other work opportunities with ADCO. It supplements the Website Privacy Policy. If local law provides additional rights or requirements, ADCO will apply those requirements to the extent applicable.

2. INFORMATION COLLECTED

ADCO may collect identifiers and contact information; current location; education and training; employment and professional history; qualifications, certifications, skills, languages, compensation or availability information; resumes, portfolios, work samples, and assessment results; interview notes and communications; references; information concerning work authorization or eligibility where lawful; and other information voluntarily provided during recruitment.

ADCO may obtain information directly from you, from references or recruiters you authorize, from publicly available professional sources, from assessment providers, or from service providers supporting recruitment. ADCO does not request sensitive identifiers or financial-account information through an initial public application.

3. PURPOSES

ADCO uses applicant information to receive and manage applications; assess qualifications, experience, communication, work samples, and role fit; schedule and conduct interviews and assessments; verify information where appropriate and lawful; communicate decisions; plan workforce needs; prepare an offer or engagement; protect recruitment systems; prevent fraud or abuse; maintain appropriate records; and comply with legal obligations.

4. DISCLOSURE

Applicant information may be disclosed to authorized ADCO personnel and affiliated operations with a legitimate recruitment need; service providers supporting communications, storage, assessments, or recruitment administration; professional advisers; and governmental or legal authorities where required. ADCO does not sell applicant information or use it for cross-context behavioral advertising.

5. INTERNATIONAL PROCESSING

Applicant information may be reviewed or stored in countries other than the applicant's country of residence. ADCO applies access restrictions and other reasonable safeguards appropriate to the recruitment purpose and applicable law.

6. RETENTION

ADCO retains applicant information for the duration of the recruitment process and for a reasonable period afterward to document decisions, consider the applicant for future roles, resolve disputes, and comply with law. Information may be deleted or de-identified when no longer reasonably necessary, subject to lawful retention requirements.

7. APPLICANT RESPONSIBILITIES

Applicants should provide accurate information and should not submit confidential information belonging to a current or former employer, client, or other person. Work samples must be information the applicant is authorized to share.

8. RIGHTS AND REQUESTS

Depending on applicable law, an applicant may request access to, correction of, or deletion of personal information or may object to certain processing. ADCO may verify identity and may retain information where permitted or required by law.

9. SECURITY

ADCO uses reasonable administrative, technical, organizational, and physical safeguards designed to protect applicant information. No transmission or storage method is completely secure.

10. CONTACT

Applicant privacy questions or requests may be submitted through the contact form at adcohq.com.