THE SALEM GROUP
PRIVACY POLICY

Applicants, Employees, Temporary Associates, Payroll Employees, and Salem Group Connect Users

Version 3.0 | Effective July 2026

The Salem Group is committed to protecting the privacy, confidentiality, and security of personal information entrusted to us. This policy explains how we collect, use, disclose, retain, and protect information in connection with recruiting, employment, payroll, staffing services, company websites, HR Center, WebCenter, Salem Group Connect, and other authorized workforce systems.

1. Scope

This policy applies to job applicants, current and former employees, temporary associates, payroll employees, and users of Salem Group Connect. It covers personal information collected directly from individuals and, where permitted by law, from references, clients, background-screening providers, government agencies, service providers, and other lawful sources.

2. Data Collection

Depending on the relationship and services requested, The Salem Group may collect and process the following categories of personal information:

- Contact and identification information, such as name, address, telephone number, email address, date of birth, Social Security number, and government-issued identification.
- Application and recruiting information, including resumes, employment history, education, skills, qualifications, licenses, certifications, work authorization, availability, preferences, references, interview information, and other information voluntarily provided.
- Background-screening information, where authorized and permitted by law, including criminal-history, employment, education, driving, credential, or other lawful screening results.
- Employment and assignment information, including job title, work location, client assignment, supervisor, schedule, attendance, performance, workplace incidents, leave, accommodations, and separation records.
- Payroll, tax, benefits, and financial information, including compensation, hours worked, timecards, tax forms, direct-deposit information, benefit elections, deductions, and payroll records.
- Electronic records and communications, including forms, acknowledgments, electronic signatures, messages, documents, and information submitted through HR Center, WebCenter, Salem Group Connect, company websites, email, or other authorized systems.
- Technical and application information reasonably necessary to operate and secure Salem Group Connect and related systems, such as device type, authentication data, application activity, notification preferences, IP address, and diagnostic information.

3. Purpose of Data Collection and Use

The Salem Group collects and uses personal information only for legitimate recruiting, employment, workforce-management, business, security, and legal purposes, including to:

- Evaluate qualifications, communicate with applicants, conduct interviews and reference checks, and consider individuals for current or future opportunities.
- Complete onboarding, verify identity and work authorization, create employment records, and obtain required forms and acknowledgments.
- Match and assign workers to client opportunities; administer schedules, attendance, timekeeping, performance, workplace safety, and assignment-related services.
- Process payroll, taxes, direct deposit, benefits, leave, reimbursements, and other employment obligations.
- Provide and support HR Center, WebCenter, Salem Group Connect, and related workforce technologies, including employment-related notifications and communications.
- Comply with legal, regulatory, contractual, audit, recordkeeping, reporting, and government requirements.
- Protect individuals, company systems, client operations, and business records; prevent fraud, misuse, unauthorized access, and security incidents.
- Improve recruiting, employment, communication, and workforce services.

4. Legal Basis and Authority for Processing

The Salem Group processes personal information when one or more of the following applies:

- The individual has provided information or consent for recruiting, screening, employment, communication, or another stated purpose.
- Processing is necessary to take steps requested by an applicant before employment or to administer the employment or assignment relationship.
- Processing is necessary for legitimate business purposes, such as recruiting, workforce administration, security, client service, recordkeeping, and improving operations.
- Processing is necessary to comply with federal, state, or local law; a court order; government request; contractual obligation; or legal claim.
- Processing is necessary to protect the rights, safety, security, or property of The Salem Group, its workforce, applicants, clients, service providers, or others.

5. Data Sharing and Service Providers

The Salem Group does not sell or rent personal information. Personal information may be disclosed only as reasonably necessary for the purposes described in this policy, including to:

- Authorized Salem personnel and affiliated operations with a business need to know.
- Clients or prospective clients when necessary to evaluate qualifications, administer an assignment, provide staffing or payroll services, address workplace matters, or meet contractual requirements.
- Authorized service providers supporting applicant tracking, workforce management, payroll, benefits, background screening, onboarding, hosting, communications, analytics, information security, document management, or other business functions.
- Government agencies, law enforcement, courts, regulators, auditors, insurers, professional advisers, or other parties when required or permitted by law.
- A successor or acquiring organization in connection with a merger, reorganization, financing, sale, or transfer of all or part of the business, subject to appropriate confidentiality and legal requirements.

Service providers are expected to use personal information only for authorized purposes and to maintain appropriate safeguards.

6. Salem Group Connect, Websites, and Electronic Communications

Salem Group Connect and related online services may collect limited technical information needed to authenticate users, provide application functions, deliver notifications, diagnose problems, maintain security, and improve performance. Users may receive communications concerning job opportunities, assignments, onboarding, timecards, payroll, benefits, required actions, or company information. Notification settings may be managed through the application or device where available; however, certain operational or legally required communications may still be provided through other authorized channels.

7. Data Security

The Salem Group maintains reasonable administrative, technical, and physical safeguards designed to protect personal information against unauthorized access, acquisition, use, alteration, loss, or disclosure. Safeguards may include access controls, secure authentication, encryption where appropriate, system monitoring, employee training, vendor oversight, and incident-response procedures. No system can guarantee absolute security, and individuals should protect their login credentials and promptly report suspected unauthorized activity.

8. Data Retention

Personal information is retained for as long as reasonably necessary to complete recruiting and employment activities, consider individuals for future opportunities, provide staffing and workforce services, meet client and contractual requirements, administer payroll and benefits, resolve disputes, enforce agreements, and comply with legal, tax, audit, insurance, and record-retention obligations. Retention periods vary by the type of information and applicable requirements. Information may be securely deleted, destroyed, or de-identified when no longer required.

9. Individual Rights and Choices

Subject to applicable law and appropriate identity verification, individuals may contact Human Resources to request access to or correction of personal information, ask questions about its use, request deletion where legally available, object to certain processing, or withdraw consent when processing depends on consent. These rights may be limited by employment, payroll, tax, safety, litigation-hold, contractual, recordkeeping, or other legal and legitimate business

requirements. Withdrawing consent does not affect processing already completed and may limit The Salem Group's ability to consider an applicant or provide employment-related services.

10. Applicable Laws

The Salem Group handles personal information in accordance with applicable federal, state, and local privacy, employment, consumer-reporting, data-security, and breach-notification requirements. Depending on the information and activity involved, these may include the Fair Credit Reporting Act for third-party employment background reports; the Illinois Personal Information Protection Act; applicable employment-record and anti-discrimination laws; and, if the relevant technology or information is used, the Illinois Biometric Information Privacy Act and Illinois Artificial Intelligence Video Interview Act. Other state or local requirements may apply based on an individual's work location or residence. This policy does not create rights beyond those provided by applicable law.

11. Policy Updates

This policy may be updated periodically to reflect changes in law, technology, systems, or business practices. The current version will be made available through HR Center, WebCenter, Salem Group Connect, the company website, or other official company resources. Material changes will be communicated when required by law.

12. Acknowledgment

By submitting an employment application, accepting employment, or using Salem Group Connect, HR Center, WebCenter, or other Salem workforce systems, you acknowledge that you have received or been provided access to this Privacy Policy and understand that The Salem Group may collect, use, disclose, retain, and protect personal information as described herein. This acknowledgment does not waive any rights provided by applicable law.

13. Contact Information

Questions, concerns, or privacy requests may be directed to:

Human Resources
The Salem Group
Two TransAm Plaza Drive, Suite 170
Oakbrook Terrace, Illinois 60181
HR@saleminc.com | 630-932-7000