

JSG Privacy Policy



Effective Date: December 1, 2014

Johnson Service Group, Inc. (“JSG”) respects your privacy concerns. This Privacy Policy describes the types of personal information we collect through jsginc.com and johnsonsearchgroup.com (collectively, the “Sites”), how we use the information, with whom we may share the information, and the choices available to you regarding our use of the information. We also describe how we protect the security of the information we collect, how you can contact us about our privacy practices, and how we may collect and use certain hard-copy personal information.

How We Collect Information

We collect information about visitors to our Sites in various ways, such as when a new visitor creates an account to search for current job openings, or when a registered user logs in to his or her account. The types of information we collect include login credentials, contact information (such as name, postal and email address, and telephone number), and information contained in a resume (such as schools attended, certifications, and previous positions).

In addition, we may collect certain employment and benefits-related information from our employees who use the “Employee Toolbox” feature on our Sites. Some of the Employee Toolbox features redirect to third-party websites that collect information independently from JSG. See the *Links to Other Websites* section below for further information regarding information collection on third-party websites.

Automated Information Collection

When you visit our Sites, we may collect certain information (including IP addresses) by automated means, such as cookies, web server logs, web beacons, and JavaScript.

Cookies are files that websites send to Internet-connected devices to uniquely identify a browser or to store information or settings on a device. Our Sites may use cookies, including Flash cookies, as well as other types of local storage (such as browser-based local storage). Your browser settings may include features to notify you when you receive certain types of cookies, and allow you to restrict or disable certain cookies. You also may be able to delete your Flash cookies or adjust your Flash cookie settings by visiting the Adobe Flash [Website Storage Settings Panel](#) and [Global Storage Settings Panel](#). Please note that if you disable cookies you may not be able to use all of the features of our Sites or other websites and online services.

In conjunction with gathering information using cookies, our web servers may log information such as your device type, operating system, browser, domain, and other system settings, as well as the language your system uses and the country and time zone where your device is located. We also may log information such as the address of the web page that referred you to our Sites, the IP address of the device you use to connect to our Sites, and which pages you visit while on the Sites. To control which web servers collect information by automated means, we may place tags on our web pages called “web beacons,” which are small files that link web pages to particular web servers and their cookies. We also may send instructions to your device using JavaScript or other computer languages to gather the types of information described above and other details about your use of the Sites.

In addition, we may use third-party web analytics services on our Sites such as Google Analytics. Analytics services help us better understand how visitors use our Sites. The information obtained for analytics purposes (including your IP address and other information collected by automated means) will be disclosed to or collected directly by these service providers. To learn about opting out of Google Analytics, please [click here](#). The providers of third-party plug-ins and widgets on our Sites, such as social media sharing tools, may use automated means to collect information regarding your use of the Sites and your interactions with their plug-ins and widgets. This information is subject to the privacy policies or notices of the providers of the plug-ins and widgets.

Information Collected Offline

In addition to the information we collect through the Sites, we may obtain personal information directly from you when you submit it to us in hard-copy form or otherwise provide the information to us in an offline context. We also may obtain certain personal information about candidates from recruiters or consultants. This information may include Social Security numbers, tax documentation and other legally-required forms, and information about previous or current employment and qualifications.

How We Use the Information We Collect

We may use the information we collect to create and manage your account, correspond with you and respond to your inquiries, provide services to you, and to send you promotional materials, newsletters, and other communications. We also may use this information to:

- Administer employment relationships, including by providing placement information and setting up assignments;
- Send updates regarding available positions;
- Make arrangements for employment or temporary assignments;
- Provide information about our services to clients and business partners;
- Operate, evaluate, and improve our Sites and our business (including performing data analyses and performing audits and other internal functions);
- Conduct research and analysis to improve our services and the Sites;
- Protect against, identify, and prevent fraud and other criminal activity, including by detecting and preventing activity that may threaten security;
- Comply with and enforce applicable legal requirements, relevant industry standards, and our policies; and
- Carry out other administrative tasks, including risk management and compliance activities.

We use information collected through the Sites using automated means (such as cookies and web server logs) to help manage our Sites, as well as for purposes such as customizing the user experience on our Sites and tailoring how we deliver content to reflect our users' interests and the manner in which they browse our Sites.

We also may use the information we collect in other ways for which we provide specific notice at the time of collection.

Neither we nor any third parties on our Sites obtain personal information about our visitors' online activities over time and across different websites. Our Sites are not designed to respond to "do not track signals" from browsers.

Information We Share

We do not disclose personal information we obtain about you, except as described in this Privacy Policy. We may share your personal information with our affiliates and subsidiaries. We also may share personal information with service providers who perform services on our behalf based on our instructions. We do not authorize these service providers to use or disclose the information except as necessary to perform services on our behalf or comply with legal requirements. Examples of these service providers include entities that provide web hosting, analytics and email list management services.

We also may disclose information about you:

- If we are required to do so by law or legal process;
- To law enforcement authorities or other government entities based on a lawful disclosure request; or
- When we believe disclosure is necessary or appropriate to prevent harm or financial loss, or in connection with an investigation of suspected or actual fraudulent or illegal activity.

We reserve the right to transfer personal information we have about you in the event we sell or transfer all or a portion of our business or assets (including in the event of a reorganization, spin-off, dissolution, or liquidation).

Information collected through third-party plug-ins and widgets on the Sites (such as information collected when you use a social media sharing tool) is collected directly by the providers of the plug-ins and widgets. That information is subject to the privacy policies of the providers of the plug-ins and widgets, and JSG is not responsible for those providers' information practices.

Your Rights and Choices

To update your preferences regarding how we use the personal information we collect from you, such as asking us to remove your information from our mailing lists, please contact us as indicated in the *How to Contact Us* section below. To the extent provided by the law of your jurisdiction, you may request access to the personal information we maintain about you or request that we correct, amend, delete, or block the information by contacting us as indicated below. Where provided by law, you may withdraw any consent you previously provided to us or object at any time on legitimate grounds to the processing of your personal information, and we will apply your preferences going forward.

How We Protect Personal Information

We have implemented appropriate administrative, technical, and physical safeguards designed to protect personal information we collect against accidental, unauthorized, or unlawful destruction, loss, alteration, access, disclosure, or use.

Children's Privacy

Our Sites are not directed to children under the age of thirteen and we do not knowingly collect personal information from children under the age of thirteen on our Sites. If you believe that we may have collected personal information from a child under the age of 13 without parental consent, please contact us as indicated in the *How to Contact Us* section below so we can take appropriate action.

Links To Other Websites

Our Sites may provide links to certain third-party websites for your information and convenience. These websites may operate independently from us and they may have their own privacy notices or policies, which we strongly suggest you review. We are not responsible for the content or the privacy practices of linked websites that we do not own or control.

Updates to this Privacy Policy

This Privacy Policy may be updated periodically and without prior notice to you to reflect changes in our personal information practices. We will post the updated version on www.jsqinc.com and our other Sites. The Effective Date at the top of this Privacy Policy indicates when the Policy was most recently updated.

How To Contact Us

If you have any questions or comments about this Privacy Policy, or if you would like us to update information we have about you or your preferences, please email us at itsupport@jsqinc.com.

You also may write to:

Johnson Service Group, Inc.
Attn: Legal
One E. Oak Hill Drive, Suite 200
Westmont IL 60559