

# Candidate Privacy Policy

**July 2023**

Universal Destinations & Experiences is committed to protecting the privacy and security of your personal information. This policy describes what personal information we collect during our recruitment process, how we use it, who we share it with, and how you can contact us if you have any questions or concerns. It also describes your privacy rights (as applicable) and how to exercise them. We regularly review our privacy policies, and may update this notice at any time. We will post any updates to this notice on our <https://jobs.universalparks.com/> website, so please check there for the latest version of this notice.

In this Privacy Policy, we will use the term “**UDX**”, “**we**”, “**us**” and “**our**” to refer to the Universal Destinations & Experiences brand that you are applying to, which would be either Universal Orlando Resort, Universal Studios Hollywood, Universal Creative or Universal Destinations & Experiences.

## **1. WHAT KIND OF INFORMATION DO WE COLLECT?**

We will collect data directly from you when you express interest in us as a potential employer (e.g., by creating a career or audition profile on our website and registering to receive alerts) or apply to work with us. We collect, store and use your personal information so that we can keep in touch with you and, if applicable, consider and process your application. We refer to this type of information as “**Candidate Information**”. This includes:

- **Prospective Candidates:** If you express interest in us as a potential employer and want us to keep in touch with you and notify you of potential roles, you may provide us with information such as your name, contact details, location, areas of interest, skills/talents, and resume/CV.
- **Profile information:** If you create a profile on our recruitment website, we will ask you for your email address and prompt you to set up a password. You may have the option to import your LinkedIn profile, resume, headshot and other supporting materials. You can update your profile at any time.
- **Application form:** If you apply for a role through our website, you can import the information from your profile (see above) or import a new resume/CV. We also ask you to answer some questions so we can determine your suitability for the role. The information we collect this way depends on the role that you have applied for, and may include your name, contact details, education history, work history, qualifications, skills, talents, work samples, age range, compensation expectations, work authorization information, criminal history information, work availability, conformity to UDX Appearance Guidelines, suitability and preferences, SSO (if you had previously worked for us), physical traits, audition profile (if applicable), and any other information that you choose to provide. Mandatory information is indicated with a “\*”. If you fail to provide the mandatory information when requested, and that information is necessary for us to consider your application (e.g. evidence of qualifications or work history), we will not be able to process your application.
- **Interview information:** Any information that you provide to us during or in connection with the interview process.
- **Surveys:** Any information that you provide to us through optional feedback surveys.
- **Background and reference checks:** including references, past employment, work habits, general reputation and criminal background.

We may also collect, store and use the following types of **more sensitive information**:

- **Diversity information:** Race/Ethnicity, Gender, Veteran status, existence of disability, sexual orientation.
- **Medical information,** if your offer is contingent on successful completion of a physical examination.
- **Driver qualification information** (for roles involving driving), such as Department of Motor Vehicle report containing driver's license information, endorsements and medical certificate information.

We will explain at the time of collection why we need to collect this kind of information and whether it is mandatory.

These lists are not exhaustive and may be changed and/or added to from time to time.

## 2. HOW WILL WE USE YOUR INFORMATION?

2.1 We use Candidate Information for our legitimate business purposes, which include the following:

- **Receiving, reviewing, managing and administering job applications**
- **Managing and administering your account on our recruitment website**
- **Processing your application,** including assessing your skills, qualifications and suitability for the role so that we can decide whether to take your application further or consider you for other roles either at the time or in the future
- Conducting **background and reference checks** to validate your qualifications and experience and assess your suitability for the role, where applicable
- **Communicating with you** about the recruitment process and to send you news about Universal Destinations & Experiences and roles that might be of interest to you (you can unsubscribe from these alerts at any time)
- **Improving our application process,** to ensure that our application process and website is as user-friendly and effective as possible. This might include collecting information from you through voluntary surveys. Your choices in relation to surveys have no bearing on the selection process for any vacancy at UDX
- **Keeping records** relating to our recruitment processes
- **Data analytics and reporting** to help us visualize and monitor the effectiveness of our recruitment processes, identify trends, improve our processes and allocate our resources effectively
- **Protecting our legitimate business interests and legal rights,** including use in connection with legal claims (including disclosure of such information in connection with legal process or litigation), compliance, regulatory, auditing, investigative and compliance reporting purposes.
- To administer any future **contract** of employment with you, if applicable
- To comply with a **legal obligation**, such as confirming that you are eligible to work under applicable immigration laws.
- **If you are a prospective candidate,** retaining your data in our files in order to review your skills, experience and interests and to assess your suitability for, and notify you of, roles that might be of interest to you. You can ask us to delete your data and unsubscribe from these messages at any time.

### 2.2 How we use your more sensitive information

- Our application form has a section inviting you to provide diversity and inclusion data on a voluntary basis. Collecting diversity and inclusion data to help us to inform our recruiting strategies and undertake appropriate actions and initiatives. We are required by law and/or governmental agencies to maintain records of the race, ethnicity, gender, disability, and veteran status of applicants applying to positions based in the US. If you choose to provide this data, it will be aggregated with other data to generate diversity statistics. Submission of this data is optional and there will be no negative consequences if you choose not to provide this data. Any such information provided by you will not be made available to any decision-maker in the recruitment process, will not be used to consider your suitability for the role, and will not be provided to your manager(s) in the event that you are successful with your application.
- If our offer is subject to successful completion of a physical examination, with your authorization we will receive relevant medical information from the relevant physician, hospital or insurance company.
- If you have provided us with disability or health information so that we can make adjustments to our recruitment process, we will use this to support you during your application.

### **3. WHO COULD MY INFORMATION BE DISCLOSED TO?**

- **Within UDX:** Candidate Information will be shared with people within UDX and NBCUniversal group companies who have a “need to know” the information in connection with the recruitment process.
- **Service Providers:** UDX uses third party service providers to assist with the recruitment process, including the collection, processing and validation of Candidate Information. For example, this recruitment website is hosted and provided by a third-party technology provider. We do not allow our third-party service providers to use your data for their own purposes. We only permit them to process it for specified purposes and in accordance with our instructions, and they are required to keep it confidential.

Our service providers and group companies are required to take appropriate security measures to protect Candidate Information in line with our privacy and data security standards. For more information on security measures, please see below.

**Other third parties:** Generally, UDX will only disclose Candidate Information to third parties other than service providers when required to do so by law, regulation or legal process, in response to a legitimate request for assistance by the police or other law enforcement agency or to seek legal advice from UDX’s external lawyers or in connection with litigation with a third party. UDX may also share the more sensitive information listed above in aggregated form with regulators and industry bodies for equal opportunities monitoring and reporting purposes.

### **4. HOW LONG DO WE KEEP YOUR INFORMATION AND HOW DO WE PROTECT IT?**

#### **4.1 Retention**

We will keep your information for as long as we need to fulfill our legitimate interests, to process your application and any following employment contract or to meet legal requirements, unless a longer retention period is required or allowed under applicable law. After this we will take steps to delete your information or hold it in a form that no longer identifies you.

#### **4.2 Security**

We maintain procedural, technical, and physical safeguards to help protect against the loss, misuse or unauthorized access, disclosure, alteration, or destruction of Candidate Information. These safeguards vary depending upon the sensitivity of the information we collect and store. Please be aware that no security solutions are infallible.

## 5. YOUR RIGHTS

Where you have set up an account on our recruitment website, you can log into your Account Profile at any time and make changes to keep your information up to date.

If you are a **California resident**, you have the right to make certain requests regarding your personal information or your authorized agent can make such requests on your behalf using the email address below. You have the right not to be discriminated against for exercising your rights. You may:

- request **access** to specific personal information. This enables you to be notified of the categories of personal information we collected about you and the reason we collected such information, and to have access to the specific personal information we hold about you. Please note that there are exemptions to this right, such as where the data was generated to help ensure security or integrity, or is subject to legal privilege, or is publicly available.
- request **correction** of the personal information that we hold about you. This enables you to ask us to correct incomplete or inaccurate information we hold about you.
- request **deletion** of your personal information. This enables you to ask us to delete or remove personal information from our records, subject to certain exceptions. We may deny your deletion request in some circumstances. For example, we may retain your personal information if it is reasonably necessary for us or our service providers to provide a service that you requested, detect security incidents, or comply with law.

California law places certain obligations on businesses that “sell” personal information to third parties or “share” personal information with third parties for cross-context behavioral advertising. We do not “sell” or “share” the personal information covered by this policy and have not done so in the twelve months prior to the effective date of this policy.

If you would like to make one of the above requests, please send an email to [candidateprivacy@nbcuni.com](mailto:candidateprivacy@nbcuni.com) or call 800-622-6432. We will take reasonable steps to verify your identity (and, if applicable, your agent’s authorization) before responding to a request. In doing so, we may ask you for verification information so that we can match at least two verification points with information we maintain in our files about you. If we are unable to verify you through this method, we shall have the right, but not the obligation, to request additional information from you. If we are not able to verify your identity, we may deny your request.

## 6. Contacting Us

If you have any questions about this privacy notice or how we handle your personal information, please contact us using the contact details below:

Universal Orlando Resort: [jobs@universalorlando.com](mailto:jobs@universalorlando.com)

Universal Studios Hollywood: [ush.jobs@nbcuni.com](mailto:ush.jobs@nbcuni.com)

All other requests: [candidateprivacy@nbcuni.com](mailto:candidateprivacy@nbcuni.com)