



Applicant Privacy Notice

Last Updated: July 2016

CELEBS, PLLC. values your privacy and is committed to use and protect your personal information. This Applicant Privacy Policy (this "Policy") applies to all the information collected by CELEBS® to facilitate your job application; and will be used in accordance with our Policy.

Please read this Policy carefully and indicate your acceptance of our collection, retention, use of personal information as described in this Policy by clicking the "I Accept" button at the end of this Policy.

- **If you do not accept the terms we may be otherwise unable to process your application.**

I understand and agree that, by applying for a position with CELEBS®, this Agency or its designees maintains safeguards designed to protect your personal information yet reserves the right to seek additional information concerning the Applicant up to and including a references, and credit, criminal, and background checks.

To the extent the personal information you provide contains details of your: racial or ethnic origin; physical or mental health or condition; job evaluations or educational records; commission; criminal offence or legal proceedings; political opinions or beliefs; religious beliefs; sex life; membership in a trade union or political party, you expressly authorize CELEBS® to handle such details for the purposes of your job application.

Information You Provide

This Policy covers any personal information you submit to apply or search for a position at CELEBS®, which may include:

- Name, Contact Information;
- Résumé, Cover Letter, Previous Work Experience and Education Information;
- Employment Preferences [e.g.. Position You Are Applying For];
- Current Salary, Desired Salary;
- Professional and Other Work-Related Licenses, Permits & Certifications Held;
- Language and Other Relevant Skills;
- Awards & Professional Memberships;
- Audio/Video Recordings Of Interviews;
- Available Start Date; and
- Full-Time or Part-Time and Desired Work Days | Hours

Although not required, you may also voluntarily choose to provide, other relevant information as part of your application. We prefer that you avoid submitting the following sensitive information, except where such information is legally required, or needed for us to comply with our legal obligations and internal policies relating to diversity and anti-discrimination: sexual orientation, race, ethnic origin, religion, beliefs, disability, marital status, creed, nationality, national origin, color and/or age.

Any information you submit must be true, complete, not misleading and you must have the lawful right to provide it. If not, this may lead to a rejection of your application during the application process or disciplinary action including immediate dismissal if you have been employed. If you intend to provide us with details of a reference or any other third party, it is your responsibility to obtain consent from that third party prior to supplying us with the personal information.

The provision of personal information is voluntary. Please note however that the failure to provide sufficient information may result in CELEBS® being unable to consider you for employment, promotion, transfer or relocation.

Use of Personal Information

The information that you submit in your application will be stored in CELEBS® confidential files; and will be collected, used, transferred and disclosed by CELEBS® for related management or designees as permitted by local law, to:

- Process your application;
- Assess your capabilities and qualifications for a job;
- Communicate with you;
- Comply with any applicable law or regulation;
- Conduct background checks for a job offer consideration.

Disclosure of Personal Information

Personal information about you will be reviewed by CELEBS® Management or Agents who have a business need to access such personal information and may include recruiters, human resources personnel, technical services personnel and managers or their designees. If you become a Team Member, any personal information that you submit may become part of your Team Member file and may be used for other employment/work-related purposes

We may share personal information about you with selected service providers or consultants acting on our behalf. Those third parties will be required to use appropriate measures to protect the confidentiality and security of personal information.

CELEBS® also may disclose personal information about you in order to: (1) protect against fraud or other illegal activity or for risk management purposes; (2) respond to inquiries or requests from legal authorities; (3) permit CELEBS® to pursue available remedies or limit the damages that we may sustain; (4) enforce our website Terms of Service; (5) respond to an emergency; (6) comply with the law or legal process; (7) effect a license, sale or transfer of a business or assets (including in connection with any bankruptcy or similar proceedings); or (8) manage acquisitions, mergers and re-organizations.

Data Retention

Note that CELEBS® may delete personal information about you at any time without any reason. Therefore, please retain your own copy of the personal information provided to us.

Passive Information Collection: Cookies and Similar Technology

We and our service providers may use “cookies” and similar technologies on the Careers Site. Cookies are data that a web server transfers to an individual's computer for record keeping purposes. We use cookies and other technologies to better serve you with more tailored information and facilitate your ongoing access to and use of our Careers Site. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to automatically decline cookies, or to be given the choice of declining or accepting the transfer of a particular cookie, or cookies from a particular website, to your computer.

If you have any questions or concerns about how we otherwise process personal information please contact us at Admin@CELEBS.Agency. You may access, modify or object to the use of personal information as permitted by applicable local law. Please contact us at Admin@CELEBS.Agency with any such requests. Please note that certain personal information may be exempt from such access, correction, or objection rights pursuant to local data protection laws.

CAREER SITE Security

We take reasonable precautions to safeguard the personal information transmitted between visitors and the Career Site and the personal information stored on our servers. Unfortunately, no method of transmitting or storing data can be guaranteed to be 100% secure. Do not send sensitive information via email. It is your sole responsibility to use the appropriate level of care whenever communicating with us.

If you have reason to believe that your interaction with us is no longer secure (for example, you feel that the security of any account you might have with us has been compromised), you must immediately notify us of the problem by contacting us at Admin@CELEBS.Agency.

CELEBS® hereby disclaims, as far as permitted by local laws, any liability for itself and its affiliated companies and contractors for any of your information sent to our Careers Site and which is lost, misused, illegally accessed, disclosed, altered or destroyed or not integrally or timely delivered to our Careers Site.

About Children

The Careers Site is not intended for minors under the age of 16 or the lawful age of employment (whichever is greater).

Changes to the policy

We reserve the right to amend this Policy at any time without advance notice in order to address future developments of CELEBS® Career Site or changes in industry or legal trends. We will post the revised Policy on the Career Site. You can determine when the Policy was revised by referring to the "Last Updated" legend on the top of this Policy. Any changes will become effective upon the posting of the revised Policy on the Career Site. By continuing to use the Career Site following such changes, you will be deemed to have agreed to such changes. If you do not agree with the terms of this Policy, in whole or part, you can choose to contact CELEBS® Management in writing to communicate the disagreement where a 'meeting-of-the-mindset' may be aired and how your involvement with our Agency/Team will ensue or continue. Unless notified otherwise, CELEBS® deems you accept our Privacy Policy Terms in its entirety.

Contact Us

If you have questions or requests, please feel free to contact us at the following address:

CELEBS AGENCY | P.O. BOX 711344 | HOUSTON, TX 77271-1344
Admin@CELEBS.Agency | 844-3-CELEBS [1-844-323-5327]