



## **NOTICE AND AUTHORIZATION FOR BACKGROUND SCREENING INFORMATION**

To research and verify about you for employment purposes, including for an application for employment, continued employment or promotion, your potential employer or current employer ("Company") has engaged background screening provider, Cisive. Cisive will verify and research the information provided either by you or your employer, which may include your personal background, professional standing, work history and qualifications.

This Notice is intended to describe the personal information collected and processed by the Company and Cisive, and to obtain your specific consent to these activities.

### ***WHAT TYPES OF INFORMATION DOES THIS NOTICE COVER?***

The Company determines the specific screening services to perform the search. Company has instructed Cisive to collect and use some or all of the following types of information, which may include sensitive data, in order to conduct your employment related screening:

- Identification and address information.
- Education and qualifications.
- Past employment and positions held in other Organizations, including fiduciary or Board of Directors responsibilities for a company.
- Professional qualifications, registrations, and sanctions with professional bodies.
- Financial information relating to debt, payment history, bankruptcy and collection matters, financial judgments, litigation.
- Criminal proceedings, convictions, and involvement in litigation, including civil suits where you were either a plaintiff or defendant.
- Media information.
- Driver's license credentials and status, including driver history, conviction history expiration date, driving restrictions and identity information.
- Government sanctions history
- Entitlement to work information.

If you intend to provide the Company with details of a personal or professional reference as part of your CV/ résumé, it is your responsibility to obtain consent from the referee prior to passing their personal information to the Company.

### **HOW WILL THE PERSONAL INFORMATION SUBMITTED BE USED?**

Cisive will receive information from you and / or the Company and will use the details you have provided to confirm information or to obtain reports from appropriate third-party sources. Cisive may share information with sub-processors, agents, and data sources ("Service Providers"), to complete the requested report. The completed report will be shared with the Company, who will make any decisions regarding your suitability for the position or employment.

Cisive and any Service Providers will use your information only in connection with this individual request or for purposes compatible with the original reason for the collection. Cisive does **not** re-use or sell your information.



Cisive may use your information to perform functions which are compatible with the original request, such as compliance, security, and accuracy monitoring.

## **CONSEQUENCES OF NOT PROVIDING INFORMATION**

If you do not provide the information required for the requested employment screening request or do not provide your authorization, the Company may not be able to assess your suitability for the position, which may affect your application or employment position.

## **DATA TRANSFER AND RETENTION**

Cisive will store your data in one of its data storage facilities which are located in the United States, Hong Kong, and India.

Your personal information may be transferred to the United States ("U.S.") by whatever means is determined to be appropriate. Your information may also be processed and stored in other countries where Service Providers are located or where your data will be located, such as with references. Your information may be subject to other country's laws for disclosure and may be accessible to foreign law enforcement, national security agencies, or courts. Please note that the laws regarding personal information in some of the jurisdictions involved may be different or less stringent than the laws of the country in which you reside.

Cisive utilizes a variety of methods to transfer personal information across country borders. This can include consent, contractual methods, and/or regulatory authority's certifications.

Once the report has been compiled and provided to Company, Cisive will retain your personal information for up to eight (8) years.

## **YOUR RIGHTS**

You have certain rights in respect to your personal data, including the right to access, correct, and in some cases to request the erasure of your personal data. Company and Cisive will comply with requests to exercise your rights in accordance with applicable law. There are limitations to these rights, and there may be circumstances where Company or Cisive are not able to comply with your request. To make any requests regarding your personal data, or if you have any questions or concerns regarding your personal data, contact the Company using the details below.

### **Cisive Data Protection Officer**

Bruce E. Berger

5000 Corporate Court, Suite 203, Holtsville, NY, 11742

## **WITHDRAWAL OF CONSENT**

If you wish to withdraw your consent for these background checks, contact the Company. You may also contact Cisive at: [disputes@cisive.com](mailto:disputes@cisive.com) or (855)-881-0716. The ability to stop any background check in process may not be instant; every attempt will be made to stop the process as quickly as possible.

## **ACKNOWLEDGEMENT**

By signing this Acknowledgement, I understand that the screening searches, to the extent applicable law allows and in accordance with applicable laws, will be conducted and my personal information, *including possibly sensitive information*, will be utilized for this process. I agree to assist Cisive and the Company, and any Service Providers, in verifying and collecting this information, and to provide any additional information requested in connection with my application for employment with the Company. If I do not provide this information, the Company may not be able to make a thorough assessment of my suitability for employment and it may impact my application.



Unless I submit my revocation to the Company, this Notice and Authorization, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested if I am employed by Company.

**I authorize any individual, corporation or other private or public entity to provide the Company and Cisive and their representatives all relevant information about me in order to fulfil the purposes of this background screen.**

I hereby authorize use and collection of sensitive data for the purposes outlined in this document.

Applicant Last Name LIANG First YAN

Middle N.A.

Applicant Name in Local Language 梁言

Applicant Date of Birth (DD/MM/YYYY) 08/04/1989

Applicant Identity Details EA6611505

Applicant Signature Liang Yan

Date (DD/MM/YYYY) 16/04/2025

**I hereby specifically consent to and authorize Cisive to transfer and store my data from the country of origin or my country of residence, which may have stricter laws, to the United States.**

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