

PRIVACY NOTICE AND CONSENT

This Privacy Notice applies to our privacy practices for the handling of information submitted by a candidate to Loomis Sayles during the recruitment and hiring process as well as after a candidate becomes employed by Loomis Sayles. This Privacy Notice describes the types of personal information Loomis Sayles collects, how we may process that information and who we can share it with. This Privacy Notice also describes the measures we take to protect the security of your personal information.

By using this site, you expressly consent to our collection, storage, use, transfer, and disclosure of your personal information, including any sensitive information you elect to submit. By providing your personal information, you expressly consent to the terms of this Privacy Notice.

Personal information

This Privacy Notice relates to the information that is personally identifiable to you that you - or someone else on your behalf - provide to Loomis Sayles in the context of an application for a position with Loomis Sayles ("Candidate Information").

Scope of this Privacy Notice

- This Privacy Notice applies to Candidate Information submitted via Loomis Sayles' online submission process as well as e-mail or paper submission to Loomis Sayles personnel either by the candidate or another party acting on the candidate's behalf.

How your information is processed

Candidate Information will be:

- Relevant to and not excessive for the purposes for which it is collected
- Subject to appropriate technical and organizational measures to prevent unauthorized access, unlawful processing, and unauthorized or accidental loss, destruction, or damage

Types of Candidate Information We Collect

We collect the following types of Candidate Information:

- Employment status
- Employment details including without limitation work history/job data
- Prior education and training
- Compensation and benefit information history
- Past and current employer feedback
- Contact information
- Previous addresses or names
- Additional information provided by the candidate (e.g. a cover letter)
- References
- Race and ethnic origin (optional as required or allowed by law)
- Background Check information

Special categories of Candidate Information

Loomis Sayles recognizes that certain jurisdictions have enacted laws which require higher protection of certain sensitive personally identifiable information, such as state or national ID numbers, or other information regarding racial or ethnic origin, political opinions, religious or political beliefs, trade-union membership, health or medical records, or criminal records ("Special Information"). By agreeing to this Privacy Notice, you explicitly consent and opt-in to your Special Information being processed for the purposes set out in this Privacy Notice.

Security and confidentiality

Equipment and Information Security

To safeguard against unauthorized access to Candidate Information by third parties outside Loomis Sayles, all electronic Candidate Information held by Loomis Sayles is maintained on systems protected by secure network architectures that contain firewalls and intrusion detection devices. The servers holding Candidate Information are “backed up” (e.g. recorded on separate media) on a regular basis in an effort to avoid any inadvertent erasure or destruction of Information. The servers are stored in facilities with appropriate security and fire detection and response systems.

Access security

Loomis Sayles limits access to the internal systems that hold Candidate Information to a select group of authorized users, each of whom are given access through the use of a unique identifier and password. Access to Candidate Information is limited to such individuals for the sole purpose of performing their job duties (e.g. a human resources manager may need access to a candidate’s contact information for the purposes of setting up an interview).

Sharing of Candidate Information

Loomis Sayles may share the information you provide among our subsidiaries and affiliates as required and as permitted by law. Loomis Sayles may also share Candidate Information with third party service providers to perform services on our behalf.

In addition, Loomis Sayles may disclose Candidate Information (i) if Loomis Sayles is required to do so by law or legal process or to enforce any rights Loomis Sayles may have against you as necessary, (ii) to law enforcement authorities or other government officials, (iii) when Loomis Sayles believes disclosure is necessary or appropriate to prevent physical harm or financial loss in connection with an investigation of suspected or actual illegal activity, or (iv) if this is necessary to protect the vital interests of a person. Third party service providers may disclose Candidate Information to other third parties for business purposes such as: governmental authorities for immigration or visa issues, as a matter of law or legal process (e.g. to tax and social security authorities), to protect Loomis Sayles legal rights (e.g. to defend a litigation suit) or as part of litigation involving such third party; or in an emergency where the health or security of a candidate or Candidate Information is endangered (e.g. a fire or natural disaster); or, for such other purpose required for business operation or by local laws.

Loomis Sayles requires its third-party servicers to agree to comply with appropriate privacy and security standards or to undertake to provide similar and appropriate levels of protection as Loomis Sayles when processing Candidate Information.

Information we transfer and storage

Loomis Sayles will transfer the Candidate Information to the United States and may transfer the Candidate Information to other countries where Loomis Sayles does business, which may not have the same data protection laws as the country in which you reside. The transfer of Candidate Information to other countries is based on a business need or to comply with applicable laws. Candidate Information will be stored on servers located in the United States.

Updates to our Privacy Notice

This Privacy Notice may be updated periodically to reflect changes in our information practices or as may be required by law.