

Employment Privacy Policy

Effective Date: June 1, 2025

1. Introduction

Welcome to DTSV, Inc. ("Company", "we", "our", "us")! We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about this privacy policy or our practices with regards to your personal information, please contact us at hr@dtsv.com.

2. Information We Collect

We collect personal information that you voluntarily provide to us when you register on Paylocity, or when you participate in activities on Paylocity (such as applying for a position or when you contact us).

The personal information that we collect depends on the context of your interactions with us and Paylocity, the choices you make and the products and features you use. The personal information we collect may include the following:

- Name and Contact Data (e.g., email address, phone number)
- Credentials (e.g., passwords, password hints)
- Resume or Employment Application (e.g., education, work history)
- Voluntary information on Federal Contractor Required Forms (such as Veteran Status and known disability)
- Usage Data (e.g., IP address, browser type)

3. How We Use Your Information

We use personal information collected via Paylocity for a variety of business purposes described below. We process your personal information for these purposes in reliance on our legitimate business interests, in order to enter into or perform an evaluation of offering employment with you, with your consent, and/or for compliance with our legal obligations. We use the information we collect or receive:

- To facilitate account creation and logon process
- To send administrative information to you
- To fulfill and manage your application
- To comply with federal, state, and local laws
- To enforce our terms, conditions and policies

4. Sharing Your Information

We only share and disclose your information in the following situations:

- Compliance with Laws
- Vital Interests and Legal Rights
- Business Transfers

- Affiliates
- Business Partners
- With your Consent

5. Third-Party Services

We use third-party services to help us operate our business and provide our services. These third parties include:

- **Indeed:** <https://hrtechprivacy.com/brands/indeed?from=gnav-homepage#privacypolicy>
- **Paylocity:** <https://www.paylocity.com/who-we-are/protecting-our-clients/privacy-center/>
- **Sterling:** <https://sterling.com/wp-content/uploads/2024/06/Sterling-Website-Privacy-Policy-4895-2228-7513-v-8.pdf>
- **Kelly Benefits:** <https://ktbsonline.com/Users/User/PrivacyStatement>

Please review their privacy policies to understand how they handle your personal information.

6. Cookies and Other Tracking Technologies

We may use cookies and similar tracking technologies to access or store information. Specific information about how we use such technologies and how you can refuse certain cookies is set out in our Cookie Policy.

7. Data Security

We have implemented appropriate technical and organizational security measures designed to protect the security of any personal information we process. However, please also remember that we cannot guarantee that the internet itself is 100% secure. Although we will do our best to protect your personal information, transmission of personal information to and from Paylocity is at your own risk. You should only access the services within a secure environment.

8. Data Retention

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this privacy policy unless a longer retention period is required or permitted by law (such as tax, accounting, or other legal requirements). When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize it, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

9. Your Privacy Rights

In some regions (like the European Economic Area), you have certain rights under applicable data protection laws. These may include the right to (i) request access and obtain a copy of your personal information, (ii) request rectification or erasure; (iii) restrict the processing of your personal information; and (iv) if applicable, to data portability. In certain circumstances, you may also have the right to object to the processing of your personal information.

10. Updates to This Policy

We may update this privacy policy from time to time in response to changing legal, technical, or business developments. We will take appropriate measures to inform you, consistent with the significance of the changes we make. We will obtain your consent to any material privacy policy changes if and where this is required by applicable data protection laws.

11. Contact Us

If you have questions or comments about this policy, you may email us at hr@dtsv.com or by post to:

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