



## **Applicant & Candidate Privacy Policy**

### **Introduction**

Osprey Landscape Group and its affiliated companies ("Osprey," "the Company," "we," "our," or "us") are committed to protecting the privacy of individuals who apply for employment with us. This Applicant & Candidate Privacy Policy explains how personal information is collected, used, and safeguarded throughout the recruitment and hiring process.

### **Scope**

This policy applies to all job applicants, candidates, and individuals participating in the recruitment process with Osprey Landscape Group and its affiliated companies.

### **Information We Collect**

We may collect personal information including, but not limited to: contact information; employment and education history; professional qualifications and certifications; resumes, cover letters, application responses, and interview materials; references; and background check or screening information where permitted by law.

### **How We Use Your Information**

Applicant information is used solely for legitimate business and employment-related purposes, including evaluating qualifications, communicating with candidates, scheduling interviews, conducting assessments, and complying with legal and regulatory obligations.

### **Information Sharing**

Access to applicant information is limited to Human Resources, hiring managers, and Company personnel involved in recruitment decisions. Information may also be shared with trusted third-party service providers such as applicant tracking systems, interview scheduling platforms, or background check vendors, solely to support recruitment and employment consideration. Osprey does not sell applicant personal information.

### **Data Security**

Osprey maintains reasonable administrative, technical, and physical safeguards designed to protect applicant information from unauthorized access, disclosure, alteration, or misuse.

### **Data Retention**

Applicant information is retained in accordance with Company record retention practices and applicable federal, state, and local laws.

### **Your Rights**

Depending on your location, you may have the right to request access to, correction of, or additional information regarding your personal data. Requests should be directed to Human Resources.

### **California Applicant Privacy Rights**

If you are a California resident, you may have additional rights under the California Consumer Privacy Act (CCPA) and the California Privacy Rights Act (CPRA). These rights may include the right to know what personal information is collected, the right to access or correct personal information, the right to request deletion of personal information subject to legal exceptions, and the right not to be discriminated against for exercising your privacy rights. Osprey does not sell or share applicant personal information for cross-context behavioral advertising.



### **Texas Biometric & Background Check Notice**

For applicants located in Texas, biometric identifiers or biometric information (such as fingerprints or similar identifiers) may be collected solely for employment-related purposes, where permitted by law, and in compliance with the Texas Capture or Use of Biometric Identifier Act (CUBI). Background checks or employment-related screenings may be conducted where legally permitted and only with appropriate authorization.

### **Interview Scheduling Privacy Notice**

By applying for a position or scheduling an interview with Osprey Landscape Group or its affiliated companies, you acknowledge that your personal information will be collected and used for recruitment and hiring purposes in accordance with this Privacy Policy.

### **Contact Information**

If you have questions about this Privacy Policy or how your information is handled, please contact:

Human Resources  
Osprey Landscape Group