

GLISS Privacy Policy

Updated August 1, 2024

The Privacy Policy describes how General Labor and Industrial Staffing Solutions, LLC (“GLISS,” “we,” and “us”) process personal information in connection with interactions on our Website (defined below) and/or your employment with us or appointment as a consultant to fulfill roles for our clients or companies that we represent.

GLISS provides employment solutions that can be accessed online via our website at www.general-lbr.com and any other website, channel, application, social media pages (“Social Media Pages”), mobile features, and/or platform that we operate (together, the “Website”). The words “user,” “you,” and “your” refer to entities or individuals that access and/or use the Website.

We provide this Privacy Policy (“Privacy Policy”) to describe the types of Personal Information (defined below) collected or provided in connection with a user’s use of the Website. This Privacy Policy also applies to any Personal Information collected, stored, or used by us, such as information you provide us through the above media, by email, mail, or telephonic communications in connection with our Website and any and all services provided to you by GLISS.

Index

- [Personal Information We Collect](#)
- [How We Use Your Personal Information](#)
- [How We Share Your Personal Information](#)
- [How Long We Keep Your Personal Information](#)
- [Security](#)
- [Processing in the United States](#)
- [Third Party Sites/Services](#)
- [Your Rights](#)
- [Enforcement and Disputes](#)
- [Updates to This Privacy Policy](#)
- [How to Contact Us](#)

The information provided in this Privacy Policy is designed to inform you of what information we collect, why we collect such information, how we use the information we collect, and the choices we offer, including how to access and update information.

“Personal Information” is any information that can be used to identify you, such as your name, address, telephone number, email address. This Privacy Policy does not cover data we, or our

authorized third-party vendors or partners, collect that cannot be used to identify an individual, or to pseudonymous data.

You can [download](#) a printable copy of this Privacy Policy.

Personal Information We Collect

Information Visitors to the Website Provide to GLISS (note, information regarding Applicants is below)

We receive and store any Personal Information you post to the Website or provide to us when you set up a user account, sign up for our newsletters or submit information requests. You can choose not to provide such Personal Information, in which case you will not be able to access or use portions of the Website or some of their features.

- Contact data, such as your first and last name, salutation, billing and mailing addresses, phone number, email address, professional title, and company name.
- Demographic data, such as your city, state, country of residence, and postal code.
- Communications data based on our exchanges with you, including when you contact us through the Website.
- Online identifiers and account information, such as your username or passwords for the Website.

We do not collect sensitive data, for example, biometric data, health data, or data revealing racial or ethnic origin, from visitors to the Website.

Information Applicants to the Website Provide to GLISS

In addition to the information listed above, we also receive and store any Personal Information you submit in connection with your application for employment.

- Contact Information. We collect your full name, email address, current and prior address, telephone number. We may also collect this information for your emergency contacts and references.
- Identifiers. We collect social security number, driver's license number, employee signature, passport number, state identification card number, I-9 documentation, IP address, and account username and password for the Website.
- Characteristics of Protected Classifications. We collect date of birth, gender, age, nationality, racial or ethnic origin, religion, marital status, citizenship status, sexual orientation, military or veteran status, disability information, genetic information, or pregnancy and related information, if you provide this information as part of your application, during onboarding, or while working for us.

- Communications. Communications data based on our exchanges with you, including when you contact us through the Website.
- Internet or Electronic Usage Data. In some circumstances, we collect information relating to your use of our or our clients' IT systems including your website activity and IP address in accordance with our (or our clients', as applicable) internal policies.
- Professional or Employment Information. We collect resume, job application details, previous work history, references, and professional memberships.
- Non-public Education Information. We collect education history, degrees, qualifications, and certifications.

Details About Others

We may collect contact details about individuals whom you refer to us for information or services. Please do not refer someone to us or share their contact details with us unless you have their permission to do so.

Automated Collection

We, our service providers and our business partners may automatically receive and store certain types of information about you, your computer or mobile device, and your interaction with our Website over time, our communications and other online services such as:

- Log data - Our web servers may collect "log data." Log data provides aggregate information about the number of visits to different pages on the Website. Third-party vendors may also collect aggregate log data independently from us.
- Web beacons - Some of the pages on the Website may contain electronic images known as web beacons that allow use to count the number of users who have visited those pages. These collect only limited information such as a cookie number, time and date of a page view, and a description of the page on which the web beacon resides. These web beacons do not carry any personal information and you cannot opt-out or refuse them. However, where they operate with cookies, you can render them ineffective by opting out of cookies or changing the cookie setting in your browser.
- Communication interaction data such as your interactions with our email (sent by us, and/or our marketing service providers), chat messages, voicemail, text or other communications (e.g., whether you open and/or forward emails) – we may do this through use of pixel tags (which are also known as clear GIFs), which may be embedded invisibly in our emails.

Cookies

Some of our automatic data collection is facilitated by cookies and similar technologies. For more information, see our [Cookie Notice](#).

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How We Use Your Personal Information

We are fully committed to providing you with information about the collection and use of Personal Information furnished by, or collected from, those using the Website and our services. It is our practice not to ask you for Personal Information unless we need it or intend to use it.

The purposes for collecting your Personal Information are as follows:

- Recruiting and Hiring. We use contact information, identifiers, audio/visual data, professional or employment information, non-public education information, financial information, medical information, sensitive personal information, and inferences to make informed decisions on recruitment and assess your suitability for the role, communicate with you about your application, respond to your inquiries and schedule interviews, and to reimburse you for any agreed expenses incurred in the application process.
- Background Checks. Where permitted by law and where we obtain your consent, we require our applicants and employees to complete a background check to verify your identity, check your credit history, check for criminal history, and confirm the validity of your application. We use your identifiers, personal characteristics, or traits, professional or employment information, non-public education information, and sensitive information to enable the completion of the background check form.
- Credentialling. If required by your position, we will use your contact information, identifiers, audio/visual data, professional or employment information, non-public education information, financial information, medical information, sensitive personal information, and inferences to provide credentialing information to our clients.
- Onboarding. We use contact information, identifiers, personal characteristics or traits, audio/visual data, professional or employment information, non-public education information, medical information, and sensitive personal information to complete our contract with you, enroll you in our consultant databases, provide communication services, provide you access to our offices and IT systems and administer your engagement and personnel records.
- Benefits. We use contact information, identifiers, personal characteristics or traits, audio/visual data, professional or employment information, non-public education information, medical information, health insurance information and sensitive personal information to create benefits packages and provide and administer benefits.

- Payroll. We use contact information, identifiers, financial information, geolocation data, sensitive personal information, and biometric information to track your time and attendance and absences and to pay you and reimburse you for professional expenses.
- Leave and Accommodation Requests. We use contact information, identifiers, personal characteristics or traits, professional or employment information, health insurance information, medical information, and sensitive personal information to evaluate and process time off, sick leave, leaves of absence, or accommodation requests, if you make such requests.
- Resource Planning and Consultant Management. We use contact information, identifiers, professional or employment information, non-public education information, and inferences for performance and talent management, disciplinary and grievance procedures, and reviews and assessments.
- Business Operations. We use contact information, identifiers, financial information, personal characteristics or traits, geolocation data, biometric information, internet or electronic usage data, audio/visual data, inferences, non-public education information, health insurance information, medical information, sensitive personal information, inferences, and professional or employment information for guiding our recruiting, hiring, and onboarding efforts, maintaining records, planning, budgeting, calibration, headcount, database administration, diversity metrics, surveys, evaluations, reports, legal claims, compliance, regulatory, audit, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting tools, and support our business operations.
- Analytical Purposes. We use identifiers, personal characteristics or traits, professional or employment information, non-public education information, sensitive personal information, and inferences to analyze trends and statistics, including analyzing and monitoring the equality, diversity and inclusivity of our consultant workforce (as permitted by local law). We may do so in order to better understand our workforce, to prevent discrimination in the workplace and/or to respond to allegations or claims.
- Combination of Information. We combine information we obtain from different sources with publicly available information, including to create inferences about you. For example, we may combine information that we have collected offline with information we collect online. We combine information that we have collected across other third party sites. We combine information across devices, such as computers and mobile devices. We may also combine information we get from a third party with information we already have.
- Maintenance and Improvement of our Systems. We use identifiers, geolocation data, internet or electronic usage data to improve our systems, provide and maintain

functionality on our systems, and help us diagnose technical and service problems and administer our systems. Maintenance of our systems includes activities such as applying security controls for company systems, providing new system implementations, applying change management processes, and providing IT Service Desk / Help Desk Support.

- **Security and Fraud Prevention.** We use contact information, identifiers, financial information, personal characteristics or traits, geolocation data, biometric information, internet or electronic usage data, audio/visual data, inferences, non-public education information, health insurance information, medical information, sensitive personal information, inferences, and professional or employment information to: (i) protect our Sites, premises, assets, systems, products, services and intellectual property; (ii) protect us, our affiliated companies, our employees, our carriers and others from fraud, theft and other misconduct; (iii) enforce our policies or the policies of our clients; and (iv) detect and prevent fraud, theft and misconduct including by verifying the identity of those we are conducting business with.
- **Legal.** We use contact information, identifiers, financial information, personal characteristics or traits, geolocation data, biometric information, internet or electronic usage data, audio/visual data, inferences, non-public education information, health insurance information, medical information, sensitive personal information, inferences, and professional or employment information to comply with our legal obligations, including reporting requirements, and defend ourselves in legal proceedings, and protect our company and our property, employees, and others through legal proceedings.
- **Other Purposes.** We may use contact information, identifiers, financial information, personal characteristics or traits, geolocation data, biometric information, internet or electronic usage data, audio/visual data, inferences, non-public education information, health insurance information, medical information, sensitive personal information, inferences, and professional or employment information for other reasons we may describe to you.

How We Share Your Personal Information

We share personal information in the following circumstances or as otherwise described in this Privacy Notice:

- **Service Providers.** We may share personal information with vendors and service providers who support the operation of our services, website, and our business and who need access to such information to carry out their work for us (including, for example, cloud hosting, payment processing, order fulfillment, email delivery, marketing, insurance, operating systems and platforms, transportation, and customer support

services). In some cases, such as payment processors, the vendor or service provider may directly collect the information from you on our behalf.

- Clients/Companies We Represent. We share personal information about our applicants and consultants with our Insight Global clients and companies we represent.
- Affiliates. We may share personal information with and among our parent company, subsidiaries, affiliates, or their successors or assigns.
- Professional Advisors. We may share information with professional advisors, such as lawyers, bankers, tax consultants, auditors, and insurers, where necessary in the course of the professional services that they render to us.
- Government Entities. We share information with regulatory and government entities including government, administrative, law enforcement and regulatory agencies; tax authorities; and other public agencies or authorities if we think we should in order to comply with any applicable law, regulation, legal process or other legal obligation. This includes cooperating with law enforcement when we think it is appropriate, obtaining legal remedies or limiting our damages, and to enforcing or protecting our contracts, legal rights or the rights of others, including by responding to claims asserted against us.
- Corporate Transaction Recipients. We may share information with potential investors, purchasers, merger partners, and their advisors in the event we: (i) sell or transfer, or are considering selling or transferring, all or a portion of our business or assets; or (ii) are considering or engaging in any reorganization, conversion, merger, sale, joint venture, assignment, transfer or disposition of all or any portion of our ownership interest, business or operations; or (iii) are soliciting or accepting investments.
- With Your Consent or At Your Direction. We may share information with third parties whenever you consent to or direct such sharing.
- Other Reasons. We may share information for other reasons we may describe to you.

How Long We Keep Personal Information

We will retain and use your information for as long as we need it to provide you services or products, or as long as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. We use the following criteria to determine retention periods:

- how long the information is needed to provide our services and operate our business;

- whether there are contractual or legal obligations that exist that require us to retain the information for period of time
- whether any law, statute, or regulation allows for a specific retention period;
- whether an individual has agreed to a longer retention period;
- whether the data is considered to be sensitive data, and
- what the expectation for retention was at the time the data was provided to us.

Security

We follow generally accepted industry standards to protect the personal information submitted to us and have implemented reasonable technical, organization, administrative and physical measures to protect personal information. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security and encourage you to use websites and share information with caution.

Processing in The United States

Please be aware that information we obtain about you will be processed in the United States by us, our affiliates, our clients, our marketing/analytics/advertising partners, or our service providers. By using the Sites or our services, you acknowledge your personal information may be transferred to and processed in jurisdictions outside your own as described in this Privacy Policy. Please be aware that the data protection laws and regulations that apply to your personal information transferred to the United States or other jurisdictions may be different from the laws in your country of residence. The United States may not afford the same level of protection as laws in your own country.

Third Party Sites/Services

Other Privacy Policies

Any third parties to whom we may disclose Personal Information may have their own privacy policies that describe how they use and disclose Personal Information. Those policies will govern use, handling, and disclosure of Personal Information once we have shared it with those third parties as described in this Privacy Policy. If you want to learn more about their privacy practices, we encourage you to visit the websites of those third parties.

Links to Other Websites

The Website may provide links to other websites for your convenience and information. Third party websites that are accessed through links on the Website have separate privacy and data collection practices and security measures. We have no responsibility or liability for the practices, policies, and security measures implemented by third parties on their websites. We encourage you to contact them to ask questions about their privacy practices, policies and security measures before disclosing any personally identifiable information.

Your Rights

Subject to certain exemptions, and in some cases dependent upon the processing activity we are undertaking, you may have the following rights under data protection laws:

1. Right of access. You have the right to ask us for copies of your Personal Information.
2. Right to rectification. You have the right to ask us to rectify Personal Information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
3. Right to erasure. You have the right to ask us to erase your Personal Information in certain circumstances.
4. Right to restriction of processing. You have the right to ask us to restrict the processing of your Personal Information in certain circumstances.
5. Right to object to processing. You have the right to object to the processing of your Personal Information in certain circumstances.
6. Right to data portability. You have the right to ask that we transfer the Personal Information you gave us to another organization, or to you, in certain circumstances.
7. Right to withdraw consent at any time. Where we are relying on consent to process your personal data, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

Exercising These Rights

You may submit these requests by email to hr@general-lbr.com or at the following postal address: 10998 SW 68th Parkway, Tigard, Oregon 97223. We may request specific information from you to help us confirm your identity and process your request. Whether or not we are required to fulfill any request you make will depend on a number of factors (*e.g.*, why and how we are processing your Personal Information), if we reject any request you may make (whether in whole or in part) we will let you know our grounds for doing so at the time, subject to any legal restrictions.

Enforcement and Disputes

We commit to resolve complaints about your privacy and our collection or use of your Personal Information. If you do not receive timely acknowledgement of your request or have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact us as set out in the Contact Us section below.

In addition to the above, you may complain to your state data protection authority and can invoke binding arbitration for some residual claims not resolved by other redress mechanisms.

Updates to the Privacy Policy

We may amend this Privacy Policy from time to time, without notice to you, in order to meet changes in the regulatory environment, business needs, or to satisfy the needs of our visitors, applicants, employees, and service providers. Updated versions will be posted to the Website and the “last updated” date at the top of this Privacy Policy will be revised so that you are always aware of when the Privacy Policy was last updated. If we materially change how we use your Personal Information, we will notify you and request your consent before using the Personal Information in a different manner.

How to Contact Us

If you have any questions about our Privacy Policy or this Website, you may contact:

GLISS Staffing Central Office
10998 SW 68th Parkway
Tigard OR 97223
503-719-5962
hr@general-lbr.com