



Privacy Policy

Last updated: 12.10.24

This is the Privacy Policy for Baptist Memorial Health Care on behalf of its affiliated entities (hereinafter referred to as “Company”) website that you may access at <https://careers.baptistonline.org/>. By using this website, you expressly consent to the terms of this Privacy Policy.

This Privacy Policy supports our privacy principles and informs you about our practices for gathering, storing and using the personal information of individuals who use our website, or who apply for a position with our Company and/or our affiliates or subsidiaries. We reserve the right to make changes to this Privacy Policy from time to time, and we encourage you to read it periodically.

This Privacy Policy applies to our website and other applications where this Privacy Policy is posted. Please remember that if you post any of your personal information in the public areas of our website, that information could be collected and used by third parties over whom we have no control. We are not responsible for the use made by third parties of information you post or otherwise make available in public areas of our website. You are responsible for informing yourself of the privacy policies of the websites provided by third parties accessible through a link on this website.

Information We Collect

When you visit and interact with this website, we collect information about you, including Personal Information. “Personal Information” means information that identifies (whether directly or indirectly) you or otherwise relates to you, as well as information required to be defined as Personal Information under the law.

The following identifies the categories of Personal Information we collect directly from you (or about you) and how we collect such data:

- **Career Opportunities:** If you indicate your general interest in the Company or interest in a career opportunity with us, we may collect Personal Information and other information from you, which may include your contact information (your name, physical address, telephone number, e-mail address), qualifications (education, training courses and internships, and work experience), skill sets (for example, foreign language skills) and any other information you listed on your resume or CV, documents evidencing right to work and licensure information.
- **Online Forms and Accounts:** When you complete an online form or create an account on our website, we may collect identifiers such as your name (first and

last), e-mail address, telephone number, physical address, professional or employment-related information, and online user account details. You also have the option to register with us using your LinkedIn account and, subsequently, import your LinkedIn profile into your profile. You are also able to import and store resumes, CVs, cover letters, transcripts and work samples on our website.

- **Communications with Us Online:** We will collect any Personal Information you provide to us when you use our contact forms such as, for example, “Contact Us”. Providing us with your Personal Information via our contact forms is not required; however, please note that fields marked with an asterisk (*) are mandatory fields, because we have determined we need this information to comply with or respond to your request, or to improve your future experiences with us and our website. Other information or Personal Information you share with us when completing our contact forms is at your sole discretion. If you contact us, we will keep a record of that correspondence in accordance with our established retention policies.
- **Marketing:** We also may collect information for marketing purposes and analysis, including information on how you respond to email, SMS, phone and other marketing campaigns as well as feedback you provide about us and our Services through our satisfaction surveys. Messaging and data rates may apply for any SMS, MMS, and other electronic communications (typically, this is based on your carrier and service plan).
- **Social Media, Online Forums, Blogs, Message Boards:** We also may collect Personal Information and other information about you when you choose to interact with us through social media platforms on which we are active. In addition, we may collect the Personal Information you make available on your public social network profiles and on other public locations, including, without limitation, on Facebook, LinkedIn, Twitter, Instagram, or other company websites and/or job boards. The Personal Information we collect in this manner may include identifiers (name, contact information, and location) and qualifications (education, training courses and internships, and work experience), skill sets (for example, foreign language skills), professional or employment-related information (education and work experience), and any other information you make available on social media platforms and other public locations.
- **Cookies and Automated Technology:** Our website uses cookies and other similar technologies to collect and store information about you and your browsing history. These typically involve pieces of information or code that the website transmits to you and which are stored in your browser, on your computer’s hard drive or on your mobile device. A cookie file and similar technologies sometimes track information in order to remember you and your browsing preferences, and to recognize you and make your next website visit easier and more useful to you. We use these cookies and other technologies on the basis that they are necessary for

us to provide you with our Services, to enable certain functions of the Services, to provide analytics, to store your preferences, and/or because using them is within our legitimate interests (described below) and, in some cases, where required by law or where you have consented to their use. If you would like to delete cookies or instruct your web browser to delete or refuse cookies, visit the help pages of your web browser. Please note, however, that if you delete cookies or decline acceptance of them, you may not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages may not display properly.

- We also collect any other Personal Information you choose to provide to us or we obtain about you.

You are not obliged to provide your personal information to us, but please note that we may not be able to complete your career profile if you do not provide us with the required minimum information.

How We Use Your Personal Information

We use a potential employee's information to evaluate the employee's application(s) for a position with our Company.

We may use your Personal Information for commercial purposes such as for marketing and promotional purposes, statistical analysis of users' behavior, product development, content improvement, or customization of the content and layout of our website. Our Company may, on occasion, also send emails to you about our Services or information you requested from the website or third-party products. If you do not want to receive email from us, visit the "unsubscribe" link at the bottom of any email from us to remove yourself from continued receipt of our email messages.

We retain your Personal Information as long as necessary to fulfil the purposes set out in this Privacy Policy in accordance with applicable legal and regulatory requirements.

Legitimate Interests

We may use your Personal Information whenever is necessary for our legitimate interests (or those of a third party). This includes where use of your Personal Information is necessary to:

- Ensure effective administration and management of the business, and business continuity;
- Comply with applicable laws and regulations;
- Ensure our assets are protected, kept confidential, and not used for inappropriate or unlawful purposes;
- Prevent, detect, or investigate unauthorized use of our systems and ensure we comply with law and our policies;

- Check that you are legally entitled to work;
- Manage training and development requirements;
- Maintain product development and enhancement, along with effective marketing through analytics and profiling for business intelligence;
- Deal with disputes and accidents and obtain legal or other professional advice;
- Prevent fraud and financial crime; and
- Ensure network and information security.

Sharing with Third Parties

Our Company may have occasion to share your information with third parties. We may do so to facilitate our efficient use of your information, including your Personal Information, and to provide you with content and/or resources, to fulfil a request you make of us, or to otherwise provide our Services. We disclose your information, including the Personal Information identified in the “Information We Collect” section above, to the following third parties:

- **Compliance Regulators:** Once we establish and maintain an employment relationship with you, we may use the data you provided to comply with state and federal laws and regulations. For the purposes mentioned above, the Company may transfer your personal data to other affiliate entities that provide services on behalf of the Company.
- **Service Providers and Vendors:** We may engage service providers to carry out administrative and operational work in support of our relationship with you. These vendors are subject to contractual and other legal obligations to preserve the confidentiality of your data and to respect your privacy, and the data they need to perform their functions. For example, relevant vendors are typically IT vendors or back-office finance and accounting management providers. We prohibit third-party service providers from using your Personal Information for their own purposes. For example, if we provide your phone number to our service providers to support the delivery of products and services to you, they are prohibited from using your number for their marketing purposes. We require them to utilize your Personal Information only for the specified purposes for which they are engaged, such as processing accounts payable or hosting and supporting our IT systems, and they are required to keep your Personal Information confidential.
- **Company Affiliates:** We may refer to the company itself or one or more of its affiliates in the family of companies, but when used in connection with the provision of a product or service, always refers to an affiliated entity. Products and services are provided exclusively by affiliates and not by Baptist Memorial Health Care. Affiliates perform a range of services, including but not limited to temporary and direct hire placement services, vendor management services, information technology and consulting services. As required by applicable law, our affiliates

are prohibited from using your personal information for marketing purposes. If you express an interest in employment or placement with one of our affiliates, we may share your information with them.

- **Government and Law Enforcement:** We will share your data with government, regulators or law enforcement agencies if, at our sole discretion, we determine that we are legally obliged or authorized to do so or we believe it would be prudent to do so; and/or
- **Corporate Reorganization Participants:** As part of due diligence relating to or execution of a merger, acquisition or other business transaction, we may need to disclose your information to a prospective seller or buyer and their advisers.
- We do not sell your Personal Information to, or share your Personal Information with, third parties.

Your Choices Regarding Your Personal Information

Disabling Cookies and Managing the Collection of Your Personal Information. Some computer browsers permit you to disable or uninstall cookies and you may do so by following the instructions provided by your hardware or software vendors. The Company does not provide the means for you to opt out of having cookies placed on your computers and makes no representation or warranty that the disabling devices provided by your hardware or software vendors will be effective to block or remove cookies. Please note that by disabling cookies you may not be able to take full advantage of the Services offered by our website and may adversely affect your user experience on our website.

Do Not Track. Currently we do not alter our information collection and use practices in response to Do Not Track signals.

Commercial E-mails, Newsletters, and Other Communications. When we send marketing or other communications to you, you may opt out of receiving any further communications by contacting us or using the 'unsubscribe' or 'opt-out' function when available. You can also exercise your opt-out right at any time by contacting us using the information listed in the "Contact" section below and providing the following information: your name, your email address, a contact telephone number, and the marketing communications you would like to opt out of receiving.

International Users

By accessing and using our website, you acknowledge and agree that our Company controls and operates all parts of its website from its offices in the United States of America (the "United States") and that the website is intended for use by users located in the United States. Unless expressly stated to the contrary, the Company makes no representation that the website is appropriate or will be available for use in other countries. If you access the website from outside the United States, you acknowledge and agree that your information may be transferred to and maintained on computers and

servers located outside of your state, province, country or other governmental jurisdiction where the privacy laws may be different from those in your jurisdiction. Your consent to the terms of this Privacy Policy and other applicable terms, rules or policies represents your agreement to the transfer of such information to the United States and the collection, use and potential disclosure of such information in accordance with United States law and our Privacy Policy.

Data Security

We maintain commercially reasonable security safeguards designed to protect the Personal Information we collect against unauthorized use, disclosure, alteration or destruction. Please be aware that no security solutions are infallible. Although we aim to protect the security and integrity of the Personal Information we collect, we cannot guarantee or warrant that any information, during transmission through the Internet or while stored on our system or otherwise in any case, is 100% secure from intrusion by others. If you have reason to believe that your interaction with us is not secure or that data has been compromised, please immediately notify us of the problem by contacting us using the contact information below.

Children's Privacy

Our website is designed and intended for adults. By accessing and/or using our website, you represent that you are a legal adult.

Our website is not intended for, and we do not knowingly collect information from or otherwise market our website or other materials to children under thirteen (13) years of age. If you are a parent or guardian of a child under the age of thirteen (13) and believe that he or she has disclosed Personal Information to us, please contact us using the information listed in the "Contact" section below. You may review and request the deletion of your child's Personal Information or prohibit the further use of such information.

Changes to This Privacy Policy

We reserve the right to make changes to this Privacy Policy from time to time. We shall publish any material changes to this Privacy Policy through appropriate notices on our website. The date this Privacy Policy was last revised is identified at the top of the Privacy Policy.

Reporting Suspicious Activity

If you become aware of any potentially fraudulent activity on our website or via other communication methods (e.g., email) please contact us at corporateprivacysecurity@bmhcc.org, so we can follow up with appropriate actions. We take these matters very seriously.

Contact

If you have any questions, comments or concerns regarding this Privacy Policy, please contact us at: <https://www.baptistonline.org/about/contact-us>