



## Privacy & Security Standards

ApplicantPRO is committed to privacy of personal information gathered during the application process and stored by the ApplicantPRO Applicant Tracking System. It is our policy to respect applicants' privacy and the privacy of corporate records concerning personal information. If you have any questions regarding our privacy or security standards, please direct your questions to [privacy@applicantpro.com](mailto:privacy@applicantpro.com).

ApplicantPRO partners with the award winning GoGrid to host and store our data. Here are some of the features that are most important to keeping your data safe and secure:

### ***Collecting Information***

Personally identifiable information is collected in a number of sections throughout the ApplicantPRO application process. Applicants have the choice to enter information by completing an online application via our Applicant Tracking System used by our clients. Applicants are not required to give any personal information during the job searching stage of the application process. All information requested directly relates to the job application process. Applicant data is then stored to allow company managers to use during their hiring process and to allow for future position consideration and placement. ApplicantPRO does not collect any Social Security Numbers during any of its processes to protect the financial identity of its applicants.

### ***Protecting Personal Information***

Personally identifiable information is stored on a separate server as a security precaution and our site is SSL encrypted. Since, however, no data transmission over the Internet can be guaranteed to be 100% secure, we cannot ensure or warrant the security of any information our users transmit to our site. Having said that, we do everything in our power to protect your company and your applicant's information.

All applicant information is restricted by administrative login to the ApplicantPRO Applicant Tracking System and controlled by the corporate office. Only administrators who have permission are granted access to personally identifiable information. All ApplicantPRO employees are kept up-to-date on security and privacy practices. Additionally, the servers that store personally identifiable information are kept in a secure environment that can only be accessed with a secure login and badge access to the facility.



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### **Data Centers**

Your company and your applicants' information entered into ApplicantPRO is maintained and monitored 24 hours a day by GoGrid staff with the assistance of system monitoring software to signal email and text alerts should any issue arise. GoGrid is a secure data center with video and audio surveillance (recorded and archived), 24 hour on-site security staff presence and a secondary visitor check in desk on the second floor as well. They have a tremendous cooling infrastructure including chilled water to maintain optimal data storage temperature and have multiple location storage. They even protect the data against power outages, extreme temperatures, floods, fires and other natural disasters. Some of the other levels of protection provided by GoGrid are:

- Secure hardened network design
- Redundant managed firewalls
- Multi-level IPs (network intrusion protection)
- Intrusion detection system (IDs)
- VPN w/sSL provided for server management (RDP/FTP/MS SQL)
- Managed backups with 14-day retention
- Real time event monitoring and alerting
- Timely engineer response
- Physical security, access control, and change management
- Operating system patching
- Virus protection and automatic updates
- 1 Gbps burstable bandwidth
- Hardware redundancy including backup servers

Keeping your data and your applicants' data safe is our number one priority. We take this responsibility very seriously and work hard to keep it secure at every level possible. If you have any questions about ApplicantPRO, our security measures, or about our relationship with GoGrid, please feel free to email us at [privacy@applicantpro.com](mailto:privacy@applicantpro.com) or call us at 888-633-9269.