

APPLICANT PRIVACY POLICY

Last Updated: March 18, 2025

The National Audubon Society (“**Audubon**”) values your trust and we are committed to the responsible management, use and protection of personal information. This Applicant Privacy Policy (“**Policy**”) describes our practices in connection with all the information that we collect through the Audubon Careers website (located at <https://audubon.wd5.myworkdayjobs.com/Audubon>) (“**Careers Site**”), through candidate outreach that we conduct through third party web sites such as LinkedIn, and offline in connection with your application for a job or internship with Audubon. Personal information submitted elsewhere on Audubon’s web sites will be used in accordance with our general online [Privacy Policy](#).

PERSONAL INFORMATION WE COLLECT

Information You Provide

We collect personal information from you in connection with your application:

Information we collect includes:

- Name, address, telephone number, e-mail address, and other contact information;
- Username and password;
- Work authorization status;
- CV, résumé, cover letter, previous work experience and education information;
- Skills;
- Professional and other work-related licenses, permits and certifications held;
- Information about your connections to current Audubon employees;
- Information relating to references; and
- Any other information you elect to provide to us (e.g., employment preferences, willingness to relocate, current salary, desired salary, awards or professional memberships).

As discussed in the “Diversity” section below, in certain cases we will ask questions about race/ethnic origin, gender, veteran status, and disability of our applicants, for monitoring equal opportunity, and your response to these questions is voluntary. We can also inquire about criminal records. We will do so only where so permitted by applicable law. Otherwise, we ask that you avoid submitting information that may qualify as sensitive information under applicable law, except where such information is legally required. Sensitive information includes details such as race, religion, ethnicity, nationality or national origin, citizenship or citizenship status, immigration status, age, gender identity, sex life or practices or sexual orientation, marital status, medical or health information (including disability status and pregnancy), genetic or biometric information, biometric templates, political or philosophical beliefs, political party or trade union membership, veteran status, status as a victim of crime, or judicial data (such as criminal records or information on other judicial or administrative proceedings).

Any information you submit through the Careers Site must be true, complete, and not misleading. Submitting inaccurate, incomplete, or misleading information may lead to a rejection of your application during the application process or disciplinary action including immediate termination of employment. In addition, it is your responsibility to ensure that information you submit does not violate any third party's rights.

If you provide us with personal information of a reference or any other individual as part of your application, it is your responsibility to obtain consent from that individual prior to providing the information to us.

USE OF INFORMATION

The information that you submit on the Careers Site will be used for Audubon's global personnel recruitment, management and planning purposes, as permitted by applicable law:

- To process your application;
- To assess your capabilities and qualifications for a job;
- To conduct reference checks;
- To respond to your inquiries and communicate with you about your application, and to send you information regarding the Careers Site and changes to our terms and policies;
- To comply with or monitor compliance with any applicable law or regulation;
- To conduct background checks if we offer you a position. We will provide you more information about background checks in a separate notice should you be subject to our background checks process; and
- To preserve our other legitimate interests, for example, for Audubon's administrative purposes, aggregate management reporting, internal training, and as generally required to conduct our business within Audubon.

The information about you will be added to Audubon's candidate database and can be retained and used to consider you for opportunities at Audubon other than the one(s) for which you apply. If you do not wish us to do this, please contact us at the address in the "*Contact Us*" section below.

If we hire you, personal information we collect in connection with your application can be incorporated into our human resources system and used to manage the new-hire process; any such information can become part of your employee file and used for other employment-related purposes.

Providing personal information to us through the Careers Site is voluntary. However, if you do not provide sufficient information, Audubon may be unable to consider your employment application or, if you are hired, your subsequent promotion, transfer or relocation.

DISCLOSURE OF INFORMATION

Audubon will limit access to personal information to personnel with a need to know the information for the purposes described in this Policy, including personnel in the recruiting, human resources and information technology departments, and in the department responsible for the position for which you are applying.

Audubon also shares personal information with our third-party service providers to facilitate services they provide to us, including hosting and operating the Careers Site, recruiting assistance, and applicant screening processing.

Disclosing your personal information can include transferring personal information to other countries in which our service providers have operations.

OTHER USES AND DISCLOSURES OF INFORMATION

We also use and disclose your personal information as necessary or appropriate. We do so when we have a legal obligation or legitimate interest:

- To comply with applicable law.
- To respond to requests from public and government authorities.
- To cooperate with law enforcement.
 - For example, when we receive law enforcement requests and orders.
- For other legal reasons.
 - To enforce our terms and conditions; and
 - To protect our rights, privacy, safety or property, and/or that of you or others.
- In connection with a reorganization or business transaction.
 - We may disclose or transfer your personal information to a third party in the event of any reorganization, merger, assignment, transfer or other disposition of all or any portion of our organization or assets (including in connection with any bankruptcy or similar proceedings).

DATA RETENTION

We will retain personal information for the period necessary to fulfil the purposes outlined in this Policy and in compliance with our Records Management Policy unless a longer retention period is required or permitted by law.

We may remove personal information for inactive accounts from our database, subject to any applicable legal or regulatory obligations. Furthermore, Audubon can delete personal information about you (including your CV/résumé) from our database at any time and without providing any reason. Therefore, please retain your own copy of the personal information provided to us.

PASSIVE INFORMATION COLLECTION: COOKIES

We and our service providers use “cookies” and similar technologies on the Careers Site. Cookies are pieces of information stored directly on the computer that you are using. Cookies allow us to collect information such as browser type, time spent on the Services, pages visited, language preferences, and other traffic data. We and our service providers use the information for security purposes, to facilitate navigation, to display information more effectively, and to personalize your experience. We also gather statistical information about use of the Services in order to continually improve their design and functionality, understand how they are used, and assist us with resolving questions regarding them. We do not currently respond to browser do-not-track signals. If you do not want information collected using cookies, most browsers allow you to automatically decline cookies or be given the choice of declining or accepting a particular cookie (or cookies) from a particular website. You may also wish to refer to <http://www.allaboutcookies.org/manage-cookies/index.html>. If, however, you do not accept cookies, you may experience some inconvenience in your use of the Services.

YOUR INDIVIDUAL RIGHTS

If you register on the Careers Site, you may access, review, and change your personal information stored therein by logging into the Careers Site and updating your account information. The updated profile will be used as the default the next time you apply for a job using your account online. To change personal information that you have already submitted for consideration for a specific position,

please update your profile and resubmit your application for that position. We encourage you to promptly update your personal information if it changes or is inaccurate. 212.979.3196
www.audubon.org

If you would like to request to access, correct, update, suppress, restrict or delete personal information, object to the processing of personal information, or if you would like to request to receive an electronic copy of your personal information for purposes of transmitting it to another organization (to the extent this right to data portability is provided to you by applicable law), you may contact us by e mailing humanresources@audubon.org or at the mailing address indicated, above. We will respond to your request consistent with applicable law.

In your request, please make clear what personal information you would like to access or have changed, and whether you would like to have personal information that you have provided to us suppressed from our database.

For your protection, we only implement requests with respect to the information associated with the particular email address that you use to send us your request, and we may need to verify your identity before implementing your request. Please note that certain personal information may be exempt from such requests pursuant to applicable data protection laws or other laws and regulations.

SECURITY

We seek to use reasonable organizational, technical and administrative measures to protect personal information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure, please immediately notify us in accordance with the “*Contact Us*” section below.

Audubon hereby disclaims, as far as permitted by local laws, any liability for itself and its contractors for any personal information we collect in connection with your application that is lost, misused, illegally accessed, disclosed, altered or destroyed or not timely delivered to our Careers Site.

LINKS TO THIRD-PARTY WEBSITES

This Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website or service to which the Careers Site links. The inclusion of a link on the Careers Site does not imply endorsement of the linked site or service by Audubon.

DIVERSITY

The National Audubon Society is a federal contractor and an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to a policy of non-discrimination, inclusion and equal opportunity and actively seek a diverse pool of candidates in this search.

LAW APPLICABLE TO JOB APPLICATION

Audubon’s Careers Site is operated from the United States. Accordingly, any personal information you submit to the Careers Site will be collected in the United States and will be subject to U.S. laws. The Careers Site is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to local law or regulation.

ABOUT CHILDREN

The Careers Site is not intended for minors under the age of 16, or under the age of 18 in Colombia.

CURRENT PERSONNEL OF AUDUBON

If you currently work for Audubon, you may be eligible to apply for a different position within Audubon to use the Careers Site. If you accept such a position, your benefits programs and Human Resources policies may change. Please consult with the HR manager for the new position concerning application eligibility, benefit programs, and HR policies applicable to that position.

CHANGES TO THE POLICY

We reserve the right to amend this Policy at any time to address future developments of Audubon, the Careers Site or changes in industry or applicable laws. The “Last Updated” legend at the top of this Policy indicates when this Policy was last revised. Any changes will become effective when we post the revised Policy on the Careers Site.

CONTACT US

If you have questions or requests, please feel free to contact us at humanresources@audubon.org

or at the mailing address indicated, above.

Because email communications are not always secure, please do not include sensitive information in your emails to us.

ADDITIONAL INFORMATION FOR APPLICANTS IN COLOMBIA

Audubon's office in Colombia is the entity responsible for the collection, processing and protection of Personal Data of residents in Colombia and can be contacted at:

Audubon Americas
Cra 7 No. 71-52, Torre A Piso 5
110231 – Bogota - Colombia.
Email address: Contact.colombia@audubon.org
Phone: +57 601 3257300

In addition to the requests described in the “Your Individual Rights” section above, you may request proof of your consent to Audubon's processing of your personal information, where the processing is based on your consent, by contacting us as described in the “Your Individual Rights” section.