

Global Recruitment Privacy Notice

[HOME](#) > [UTILITY PAGES](#) > [GLOBAL RECRUITMENT PRIVACY NOTICE](#)

Candidate Privacy Notice

[When This Candidate Privacy Policy Applies](#)

[Information we collect and why](#)

[Additional Uses Of Candidate Information](#)

[When and with whom we share information](#)

[How We Protect Your Information](#)

[Additional Information For Individuals Located In The EEA And Switzerland](#)

[Contact Information](#)

Last Updated 6th April 2021

Candidate Privacy Notice

This Candidate Privacy Notice provides job applicants with information about the processing of candidate-related information during the recruitment and selection process at Dun & Bradstreet Inc, including our subsidiaries and affiliate companies that link to it ("the Firm" & Bradstreet Inc, "D&B" "we", "our" or "us") which may be located anywhere in the world. This Privacy Notice explains:

- the information we collect when you apply for a position with us and how we use it
- the types of information we may share with others and under what circumstances
- how we protect your information
- how to correct information that personally identifies you
- additional disclosures for residents of the European Economic Area (“EEA”) and Switzerland.

[Back to Top](#)

When This Candidate Privacy Policy Applies

This Candidate Privacy Notice applies to data collected when individuals express interest in being employed at any company within the Dun & Bradstreet Group. This includes data collected when an individual visits a Dun & Bradstreet website to review job postings, as well as information submitted by an individual during the application process.

In certain circumstances, you may submit your application for employment through a third party service that displays our job posting (such as LinkedIn) . Dun & Bradstreet does not control the privacy practices of these third party services. Please review their privacy policies carefully prior to submitting your application materials.

This statement does not form part of any contract of employment, nor does it cover the processing of other data that may occur in the context of employment, if we make and you accept an offer to join our team. We encourage you to read this notice carefully and understand its contents. If you have any questions, please see the Contact Information section below for how to get in touch with us.

[Back to Top](#)

Information we collect and why

The data we collect during the recruitment process and how we use that data may vary, depending on the jurisdiction where the position is based, and provision of all data may not be mandatory. To the extent any collection or use conflicts with a legal requirement or prohibition, then the Company will follow the applicable law. We refer to this type of information as "Candidate Information." Candidate Information may be collected in multiple ways: you may provide it to us in connection with your application; we may make observations in the application process or collect information from public information sources; or you may authorize us to collect information from other sources, such as a former employer or reference. We also may collect information through cookies when you visit our website. Information we collect, and the uses for that information, may include:

Identifiers, including

- **Contact information**, such as your name, physical address, telephone numbers, and email addresses. We use this information to open and track your candidate file and communicate with you.
- **Identification information**, such as your date of birth, country of birth or the country where you are a registered national or citizen, nationality/visa status, passport number, social security number, driver's license number and signature. We use this information to determine your eligibility to work, to verify your identity and fulfill our obligations to relevant government authorities.
- **Sensitive data** such as your disability, gender, race, military status and sexual orientation (to the extent such information is collected or provided, for example, through voluntary self-identification). We use this information (at the time and manner and to the extent permitted or required by law) to address our legal obligations to you, to make any adjustments required to assist you in the interview process, and to conduct meaningful equal opportunity and diversity monitoring and analyses, where permitted or required by law

Professional or other employment-related information, including:

- **Job qualifications and related information**, such as the position applied for, previous job roles, descriptions of your skills and experience, education, awards, qualifications, certificates, licenses, and any other information you choose to provide in your resumes and/or applications. We use this information to determine your qualification and selection for jobs, and potential conflicts of interest.

- **Professional or other membership** information, such as your membership in professional bodies and trade groups. We use this information to determine your qualification and selection for jobs.
- **Travel related information**, such as frequent flyer numbers, TSA known traveler numbers, itineraries, flight, train, rental car, car service, hotel or other similar information. If you are traveling during the candidate process, we use this information to facilitate your business travel, including to arrange or reimburse travel, to contact you during travel, as necessary with travel service providers, or in an emergency situation.
- **Financial information**, such as your bank account details. We use financial information to process any expense claims and to comply with legal obligations.

Results of background checks and screening, such as education verification, criminal records and driver license checks. We use this information to determine your suitability for employment (at the time and manner, and to the extent permitted or required by law), including for certain job roles and to determine your eligibility for certain potential benefits. We may also collect background data from public third party sites and may not seek your specific consent where not required by law.

References, such as opinions and comments of any previous employers. In connection with our evaluation of your application, we may request specific permission to seek information about you from third parties. This may include information regarding your work habits, performance in prior roles, and fitness for employment. We use reference information we receive to determine your suitability for certain job roles and to fulfill our obligations to regulators (including demonstrating the suitability of employees for their role to regulators and professional bodies).

Salary and compensation information. We use salary and compensation information you provide to us and/or we obtain through the candidate process (at the time and manner and to the extent permitted or required by law) to determine compensation offers and to benchmark our practices.

Surveys, such as feedback and opinions as part of voluntary surveys. We use such information to understand what Dun & Bradstreet is doing well and what it can improve upon within the candidate journey. Your response to these surveys is optional and will have no bearing on the selection process for any vacancy at Dun & Bradstreet. When you provide a response to a non-

mandatory question, you are consenting to the collection and storage of that information by Dun & Bradstreet

Internet or other electronic network activity information, and audio, electronic, visual or similar information, including:

Website Interactions. When you interact with our website, certain information about your use of this Site is automatically collected. Much of this information is collected through cookies, web beacons, and other tracking technologies, as well as through your web browser or device. This includes:

Details of your visits to our site and information generated in the course of the use our site (including the timing, frequency and pattern of service use) including, but not limited to, traffic data, location data, weblogs and other communication data, the resources that you access, and how you reached our site

Details regarding the device you use to access our website or digital services, including where available your IP address, operating system and browser type

Information that you make available to us on a social media platform (such as by clicking on a social media icon linked from our services or choosing to log in through a social media account), including your account ID or username and other information included in your posts

Collection of this information may be performed on our behalf by service providers. Additionally, our websites use cookies. Our websites have separate privacy policies that explain the information collected, how it is used, and the choices you have.

Other audio, electronic, visual or similar information that you provide to us, such as communications, documents or images that you create, provide or upload to our systems.

Inferences and Analytical Reports drawn from other personal information, such as analyses from applicant information used for improving our hiring processes.

[Back to Top](#)

Additional Uses Of Candidate Information

In addition to the uses set forth above, we may use and share the categories of Candidate Information identified:

- For consideration for other similar positions available within the Dun & Bradstreet Group
- To comply with applicable legal and regulatory requests and obligations (including investigations).
- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of company policy or rules, or other misconduct.
- To seek advice from lawyers, auditors and other professional advisers.

[Back to Top](#)

When and with whom we share information

We limit the information we share and disclose to others as described below:

- **The Dun & Bradstreet Group**

We may share information about you with other Dun & Bradstreet companies

- **Service Providers**

In order to provide and support the evaluation process, we use carefully selected third party companies as service providers that work on our behalf to transmit, collect, process, or store information for us. We require these service providers adopt suitable technical and organizational measures to safeguard our information and to treat the information we share with them as confidential and to use it only for the purpose of providing the services for which they have been engaged. The categories of Service Providers with whom we work include:

- Vendors that assist with the application process, including assessing candidate qualifications and providing the platform through which candidates submit their candidacy

- Auditing and accounting firms
- Professional services consultants, such as firms that perform analytics, assist with improving our programming, provide legal services, or supply project-based resources and assistance
- Security vendors, such as entities that assist with security incident verification and response, service notifications, and fraud prevention

- **Researchers**

We may share candidate information with institutions where doing so would further an important research purpose. For example, some institutions are interested in exploring the relationship between certain academic degrees and backgrounds with the type of positions that such candidates seek at Dun & Bradstreet. When we share information with researchers, Dun & Bradstreet requires the researchers to agree to keep the personal information confidential. The researchers may publish papers or studies which include aggregated data about Dun & Bradstreet's candidates for employment, but may not publish any personal information that identifies a specific individual.

[Back to Top](#)

How We Protect Your Information

We have in place security measures to protect your Candidate Information from loss, misuse and unauthorised access, disclosure, alteration and destruction. The security measures are implemented and maintained in accordance with legal, organisational and technological developments.

[Back to Top](#)

Additional Information For Individuals Located In The EEA And Switzerland

Legal Bases

We process personal data on the following legal bases:

(1) with your consent: this ground is used to process information you are not obliged to provide as part of the recruitment process or if you wish us to retain your data for future opportunities at Dun & Bradstreet. Where we process your data under consent you may withdraw that consent at any time

(2) as necessary for our legitimate interests in managing the recruitment process where those interests do not override your fundamental rights and freedom related to data privacy

(3) as necessary for the performance of a contract (precontractual requirement) related to the application of a specific post.

(4) in compliance with a legal obligation: for example where there is a requirement under employment and/or discrimination legislation to retain your information.

Transfers to third countries

Candidate Information we collect will be transferred to, and stored and processed in, the United States or any other country in which we or our affiliates or subcontractors maintain facilities, as described above. Personal Data transferred between our third parties from the European Economic Area, Switzerland or the United Kingdom to a third country will be governed by Standard Contractual Clauses. If you require further information on this please get in touch using any of the details in the "Contact Information" section below

Data Subject Rights

If you are a resident of the EEA or Switzerland, you are entitled to certain rights. Please note: In order to verify your identity, we may require you to provide us with personal information prior to accessing any records containing information about you. These rights include the ability:

- to request from us access to personal information held about you
- to ask for the information we hold about you to be rectified if it is inaccurate or incomplete;
- to ask for data to be erased if the data is no longer necessary for the purpose for which it was collected, if you withdraw consent and no other legal basis for processing exists, or if

you believe your fundamental rights to data privacy and protection outweigh our legitimate interest in continuing the processing

- to request that we restrict our processing if we are processing your data based on legitimate interests

To submit a request to exercise your rights, please use any of the details . Your request will be processed within 28 days. We may have a reason under the law why we do not have to respond to your request, or respond to it in a more limited way than you anticipated. If we do, we will explain that to you in our response.

Users that reside in the EEA or Switzerland have the right to lodge a complaint about our data collection and processing actions with the supervisory authority concerned. Contact details for data protection authorities are available [here](#).

Data Retention

Data will be retained in accordance with any consent you have provided to us to retain your data, or if no such consent has been provided, for as long as it is required in order to defend any claim under local employment and/or anti-discrimination legislation.

Profiling

We may use “profiling” e.g. automated processing of personal data to evaluate certain personal aspects (such as someone’s suitability for a role). Such profiling however will only be one element of a decision-making process and decisions will never be based solely on profiling results.

[Back to Top](#)

Contact Information

For questions or further information about our handling of Candidate Information please contact privacyofficer@dnb.com

can also write to us at:

Dun & Bradstreet 101 JFK Parkway, Short Hills, NJ 07078, USA

Our representative in the European Union is:

Dun & Bradstreet Information Services UC 5th Floor, The Chase Carmanhall Road Sandyford
Business Park Dublin Ireland

The Data Protection Officer can be contacted on EUDPO@dnb.com

Correctness of Information

By applying for a role at Dun & Bradstreet, you confirm that all information you provide is complete and accurate. We expressly reserve the right to suspend, modify access to or remove your application if your profile violates any applicable Dun & Bradstreet policy, is deemed offensive, violent and/or for any other reason as determined by Dun & Bradstreet, in its sole discretion.

Updating This Privacy Notice

We strive for continuous improvement in our services, processes and protecting data subject rights. We will therefore update this privacy notice from time to time. Therefore, we advise you to check this notice on a regular basis, or if requested we will send it to you on a regular basis. We are also happy to provide previous versions of this Notice on request.

[Back to Top](#)