

Privacy Notice for Job Applicants

Effective Date: 10/23/2026

Guidehouse (“Guidehouse”) respects your privacy. It explains what Personal Data we collect when you apply for a job with us and how we may use your Personal Data. Please also review our Career Submission Terms which apply to your use of our careers Site and application process and the Guidehouse Privacy Policy which explains Guidehouse’s broader online and global privacy practices.

This Privacy Notice applies to individuals who apply for employment opportunities with Guidehouse. Depending on an applicant's location and applicable law, additional rights, protections, or disclosures may apply and may be addressed through supplemental notices where appropriate. For purposes of the California Consumer Privacy Act, as amended by the California Privacy Rights Act (“CCPA”), this Privacy Notice also serves as a Notice at Collection.

What types of Personal Data are collected?

In connection with your job application, we may collect, store, and use the following categories of Personal Data about you:

- Identifying information, including your name, address, email address, telephone number, or other contact information;
- Professional or employment related information, including information in your CV/resume or cover letter, such as previous work experience, qualifications, referrals or other information you provide for our consideration;
- Education information, including where you went to school and the degrees you have earned;
- Recruitment and assessment information, including interview notes, recruiter and hiring-manager assessments, test or assessment results, compensation expectations, role preferences, and communications with you;
- Inferences drawn from the information you provide; and
- Information obtained from ordinary background checks.

We may also collect, store and use the following categories of sensitive Personal Data:

- Information about your race or ethnicity, if you provide it;
- Government identity number, SSN or driver’s license number; and
- Information about criminal convictions and offenses.

How will your Personal Data be used?

Once we receive your completed application, we will use the information we collect about you to: (i) assess your skills, qualifications, and suitability for the work or role; (ii) carry out background and reference checks, where applicable; (iii) communicate with you about the recruitment process; (iv) keep records related to our hiring processes; and (v) comply with legal or regulatory requirements.

Our legal bases for collecting and processing your Personal Data are consent and legitimate interest. If we decide to offer you the role, we also need to process your Personal Data to hire you or, where applicable, to enter into a contract of employment.

How do we disclose your Personal Data?

We may disclose your information internally to individuals who are involved in the recruitment and hiring process. It may also be necessary from time to time for us to disclose your information to third-parties for the purposes of processing your application, including without limitation to the following:

- Third-parties or agents who assist in the administration, processing and management of certain activities pertaining to prospective employees including external reference agencies (such as employee vetting and screening agencies) and travel and expense management service providers;
- Individuals or companies employed by Guidehouse to carry out specific services, functions or consultancy work relevant to our hiring practices;
- To a company that merges with, acquires, or purchases our assets; and
- Regulatory bodies to whom we are obliged or required to disclose information, government bodies and agencies or courts and court-appointed persons.

All our third-party service providers are required to take appropriate security measures to protect your Personal Data in line with our policies. We do not allow our third-party service providers to use your Personal Data for their own purposes. We only permit them to process your Personal Data for the specified purposes and in accordance with our instructions.

Do we use automated processing tools?

We may use an automated recruiting tool to assist in identifying individuals whose skills, experience, education, or professional backgrounds may be relevant to available employment opportunities and to invite those individuals to apply for a position. This tool may search for qualified candidates on publicly available sources and in our database of applicants. Once an individual applies for a position or otherwise enters our recruitment

process, we do not use automated processing tools to evaluate applicants, make hiring decisions, or serve as the sole basis for any employment-related decision.

What data security measures are in place for your Personal Data?

We have put in place appropriate security measures to prevent your information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your Personal Data to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your Personal Data on our instructions and they are subject to a duty of confidentiality.

How long will your Personal Data be kept?

Unless otherwise required by law, it is our policy not to retain Personal Data or sensitive Personal Data for longer than is reasonably necessary to achieve the purpose for which it was collected. The criteria we use to determine specific retention periods include whether you have provided your consent and have not withdrawn it; whether there are other legal grounds for the continued processing; whether you have objected to the processing and there are no overriding legitimate grounds for the processing; and whether retention or deletion is necessary to comply with legal obligations.

Where is your Personal Data transferred?

Due to the global nature of our business, your Personal Data may be transferred to, accessed from, or stored in countries other than the country in which you reside, including the U.S. Where required by applicable law, we will implement appropriate safeguards and transfer mechanisms designed to protect Personal Data transferred across borders.

What are your rights?

Depending on where you are located, you may have certain rights to your Personal Data.

- The **right to know and access** the Personal Data we have collected about you;
- The **right to delete** your Personal Data, subject to certain exceptions;
- The **right to correct** inaccurate Personal Data that we maintain about you;
- The **right to object** to processing or restrict the processing of your Personal Data in certain circumstances;
- The **right to opt-out of certain automated processing**, although as noted above, we use automated processing only to search for qualified candidates, not to evaluate applicants for a specific position;

- The **right to opt-out of the sale or sharing** of Personal Data (see below for more information);
- If the business uses or discloses sensitive Personal Data for certain reasons, **the right to limit the use or disclosure of sensitive Personal Data** by the business; and
- The right not to be retaliated against by the business for exercising your privacy rights.

Sale or Sharing of Personal Information

As described in our Privacy Policy and Cookie Policy, we use first party and third-party digital technologies including online identifiers to perform online analytics, provide customized advertising and interact with social media websites. We may disclose these online identifiers with our analytics and marketing partners. For California residents, the disclosure of your online identifiers to these partners may be considered a “sale” or “sharing” of your information as defined by the CCPA. You have the right to opt-out of this use. To opt-out of this use, go to our Cookie Settings page where you can disable all categories of cookies except those strictly necessary for our Site to function.

To exercise your rights, please contact us using the information listed below. Before we can process your request, we will need to verify your identity.

What if you have questions?

If you have questions about this policy or would like to exercise a consumer right, please contact us by email at privacy@guidehouse.com.

Changes to this Notice

We may update this Notice to reflect changes in our practices, technologies, legal requirements, the Privacy Policy, or the Career Submission Terms. The updated Notice will identify its effective date and be made available through the appropriate recruiting or careers channel.