



Potomac Healthcare Solutions, LLC
Corporation Policy 5.1.001
Privacy

This policy advises how Potomac Healthcare collects and uses your personal information in connection with recruiting efforts, both online and offline. This policy describes the broadest potential use of personal information; we may make less use of your personal information than is described here. Your provision of personal information in connection with the recruiting or job application process confirms your consent for Potomac Healthcare to collect that information for potential employment and hiring purposes. Potomac Healthcare has developed data practices designed to assure your personal data is appropriately protected.

Collecting Personal Information

You may provide personal information to Potomac Healthcare. During your online submission of employment application/forms, we may ask for certain data, including educational and employment background, contact information and preferences, job qualifications, and jobs for which you would like to submit an application. You also may choose to provide Potomac Healthcare additional information, such as your CV, resume, or transcripts; employment references and related information; and compensation requests. In addition, Potomac Healthcare may collect information from third parties, for example, in connection with a background or employment check and/or an employment reference.

Sensitive Personal Information

Potomac Healthcare does not request or require sensitive personal information concerning religion, health, sexual orientation, or political affiliation in connection with recruiting. If you have a disability and would like Potomac Healthcare to consider any accommodation, you may provide that information during the recruiting process.

Applicants are asked to voluntarily complete the Equal Employment Opportunity (EEO) survey for the purpose of monitoring equal opportunity; however, we do not require applicants to provide this information at pre-hire; if you provide this information, it will not be viewable in the hiring or selection process. To the extent information you provide contains details of your racial or ethnic origin; political opinions or beliefs; religious beliefs; membership in a trade union or political party; physical or mental health or condition; sexual orientation; commission or alleged commission of an offense or related proceedings; job evaluations or educational records, you expressly authorize Potomac Healthcare to handle such details as specified in this policy.



Voluntary Disclosure

Your provision of personal information in connection with recruiting is voluntary, and you determine the extent of information you provide to Potomac Healthcare; please note that if you decide not to provide information, it may affect our ability to consider you for employment.

Using Personal Information

The information may be used to communicate with you, to manage Potomac Healthcare's recruiting and hiring processes, and for compliance with corporate governance and legal and regulatory requirements. If you are hired, the information may be used in connection with employment and corporate management.

International Transfer

Due to the nature of Potomac Healthcare's operations, your personal information may be stored, accessed, transferred or processed through our electronic employment databases.

Data Recipients and Sharing with Third Parties

Potomac Healthcare may share your personal information internally and with service providers and other third parties as necessary in connection with recruiting, employment, corporate governance, acquisitions and legal or regulatory requirements. Potomac Healthcare requires that its service providers and such other third parties keep your personal information confidential and that they only use the personal information in furtherance of the specific purpose for which it was disclosed.

Security and Confidentiality

Except as otherwise stated in this policy or as required for legal or regulatory purposes, Potomac Healthcare treats your personal information as confidential and will not disclose it to third parties without your consent. Potomac Healthcare maintains, and requires its services providers to maintain, reasonable administrative, physical, and technical controls designed to protect the confidentiality and security of your personal information. Potomac Healthcare employees who may have access to personal information are required to keep that information confidential. Potomac Healthcare may employ security procedures at its facilities and on its computer systems to monitor and maintain security, including the use of closed circuit television. Any monitoring of Potomac Healthcare facilities, systems or assets is performed in accordance with applicable law.

Retention and Access

Potomac Healthcare may retain your information to consider you for other job



opportunities. To the extent permitted or required by law, Potomac Healthcare may delete data at any time; accordingly, you should retain your own copy of any information you submit to us. You may update/correct personal information you have submitted online by contacting Potomac Healthcare; feel free to contact us via email at HR@PotomacHealthcare.com or via postal mail at 1549 Old Bridge Rd. Ste. 201, Woodbridge, Virginia, Attn: Human Resources.

Applicant Responsibilities

You are responsible for the information you provide or make available to Potomac Healthcare, and you must ensure it is honest, truthful, accurate and not misleading in any way. You must ensure that the information provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party; does not contain malicious code; and is not otherwise legally actionable. Further, if you provide any information concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consents necessary for Potomac Healthcare to collect and use that information as described in this policy.

General

Potomac Healthcare reserves the right to update this policy from time to time. If you have any questions or concerns about this policy or its application or if you believe your personal information has been used in a way that is not consistent with this policy or your specified preferences, please contact us immediately at HR@PotomacHealthcare.com or via postal mail at

1549 Old Bridge Rd.
Ste. 201,
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Attn: Human Resources.

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