

## Employee Reference Bureau Privacy Policy

**Effective Date:** February 4, 2025

At Employee Reference Bureau, we are committed to protecting the privacy and confidentiality of your personal information. This Privacy Policy outlines how we collect, use, store, and protect the personal data of employees, applicants, and other individuals who engage with our services.

### 1. Information We Collect

We may collect personal information in the following ways:

- **Personal Identification Information:** Such as name, contact details (phone number, email address, etc.), job history, and references.
- **Employment History:** Information related to your previous and current employers, job titles, dates of employment, responsibilities, and performance.
- **References:** Personal and professional references provided by or about you, including assessments, feedback, and evaluations.
- **Other Information:** Any other personal information that may be necessary for background checks, reference verifications, or other services related to employment verification.

All personal information that you provide to us must be true, complete, and accurate, and you must make changes in the system to such personal information in case of any updates/changes.

### 2. How We Use Your Information

We use the personal information we collect for the following purposes:

- **Employment Verification:** To verify employment details for current or prospective employers.
- **Reference Checks:** To assess the suitability of job applicants by gathering feedback from previous employers or provided references.
- **Providing Services:** To deliver services related to employee and applicant reference verification, background checks, and any other services requested.
- **Compliance with Legal Obligations:** To comply with applicable laws, regulations, or legal processes (e.g., responding to subpoenas or court orders).

### 3. How We Share Your Information

We do not sell, rent, or trade your personal information to third parties. However, we may share your information in the following circumstances:

- **With Your Consent:** We may share your personal information with prospective employers, background check agencies, or other third parties when you have filled in the consent form/letter.
- **Service Providers:** We may share your information with trusted service providers who assist us in conducting reference checks, background verifications, and other operational functions. These service providers are bound by confidentiality agreements and are only authorized to use your information for the purposes of assisting with our services.
- **Legal Requirements:** We may disclose your personal information to comply with legal obligations, such as court orders or government investigations (Government bodies).

#### 4. How We Protect Your Information

We implement a range of technical, organizational, and administrative measures to protect your personal information from unauthorized access, loss, or misuse. These measures include:

- **Encryption:** We encrypt sensitive data both in transit and at rest.
- **Access Controls:** We limit access to your information to only those Employers or other agencies who need it for legitimate business purposes through login credentials.
- **Regular Audits:** We conduct regular audits and monitoring to ensure that our security practices are effective and up-to-date.

While we take reasonable steps to protect your data, please note that no security system is completely foolproof. We cannot guarantee the absolute security of your information, but we strive to mitigate risks. We have adequate organizational and technical processes and procedures in place to protect your personal information. However, no electronic transmission over the internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, and other unauthorized third parties will not be able to defeat our security and improperly collect, access, steal or modify your information.

#### 5. Retention of Your Information

We retain your personal information only for as long as necessary to fulfill the purposes for which it was collected or as required by law. After this period, we will securely dispose of or anonymize your information.

#### 6. Your Rights and Choices

Depending on your location, you may have certain rights regarding your personal information, including:

- **Access:** You have the right to request access to the personal data we hold about you.

- **Correction:** You can request that we correct any inaccurate or incomplete personal information.

If you wish to exercise any of your rights, please contact us at [info@erb.co.tz](mailto:info@erb.co.tz).

## 7. Cookies and Tracking Technologies

We may use cookies or similar tracking technologies on our website to improve your user experience, analyze traffic, and personalize content. These technologies may collect information such as your IP address, browser type, and device information. You can manage your cookie preferences through your browser settings.

## 8. Changes to This Privacy Policy

We reserve the right to update or modify this Privacy Policy at any time. Any changes will be posted on this page, and the "Effective Date" at the top will be updated accordingly. We encourage you to review this Privacy Policy periodically for any updates.

## 9. Contact Us

If you have any questions or concerns about this Privacy Policy, or if you wish to exercise your rights regarding your personal information, please contact us:

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