

US CAREERS PRIVACY NOTICE

Updated: December 19, 2019

We recognize the importance of protecting your privacy and this U.S. Careers Privacy Notice (“**Notice**”) is designed to assist you in understanding how we collect, use and safeguard the personal information you provide to us, and to assist you in making informed decisions when using the Site.

This Notice is made available by CBRE, Inc. and its affiliated companies (“**CBRE**”, “we”, “us” or “our”) when you apply for a job with CBRE, Inc. through the Careers Portal located at www.cbre.com (“**Site**”). This Notice sets out certain information regarding the collection, use and disclosure of your information relating to your use of the Site and during our interaction with you in the recruitment process. This Notice:

- Supplements our [Global Web Privacy and Cookies](#) Policy
- Forms part of the [Terms and Conditions](#) which govern your use of the Site in general.

By submitting an application for employment through the Site, you agree to be bound by this Notice.

We reserve the right to update this Notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your Personal Information. If you have received a prior notice regarding CBRE’s collection or use of Personal Information, please note that the collection and use described in this Notice takes precedence over your earlier notice.

NOTICE TO CALIFORNIA RESIDENTS (Effective from January 1, 2020)

If you are a job applicant who is a consumer in the State of California (as defined under the California Consumer Privacy Act), you may find information on the categories of personal information we may collect and the business or commercial purposes for the use of such Personal Information, in the sections below titled “The Types of Personal Information We Collect” and “Purposes of Collection” as required to be provided to you as required by Section 1798.100 of the California Consumer Privacy Act of 2018 (“**CCPA**”).

HOW WE DEFINE PERSONAL INFORMATION IN THIS NOTICE

We use the term “Personal Information” in this Notice to mean information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with an individual. “Personal Information” does not include information deidentified or aggregated information.

If you are a job applicant who is a consumer in the State of California subject to the CCPA, Personal Information:

- Also means information which may identify, relate to, describe, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California household.
- Does not include information publicly and lawfully made available in government records, deidentified or aggregate information about California consumers or households.
- Does not include information excluded from the CCPA’s scope (for example, health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CMIA) and personal information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver’s Privacy Protection Act of 1994).

THE TYPES OF PERSONAL INFORMATION WE COLLECT

Through your use of the Site and during our interaction with you in the recruitment process, we may collect the following categories of Personal Information:

- **Registration data**, such as account username and password.
- **Personal Details**, including your name, gender, work and home contact details (email address, phone numbers, physical address), date and place of birth, emergency contact information; marital status and dependents; social security number; national identification number; ID card/driving license number and details or other Government identifier.
- **Documentation Required under Immigration Laws** including citizenship, passport data and details of residency or work permit.
- **Education and professional information**; your employment history and compensation expectations.
- **Reference information.**
- **Results from any pre-employment screenings**, reviews or tests.
- **Notes taken or feedback sought during the interview process**, including inferences about you.
- **Information about you and your work experience taken from publicly available career sources**, such as LinkedIn.
- **Diversity and disability information.**
- **Union Membership data.**

- **Information about criminal convictions and offences.**
- **Cookie Data.** For more information about our use of Cookies, please see our Cookie Policy located at <https://www.cbre.us/about/privacy-policy>.

PURPOSES OF COLLECTION

Generally, we collect your Personal Information in order to recruit you for a role or an appointment that you have either showed an interest in, or for which we believe you would make a good candidate.

Specifically, the purposes for which we use Personal Information during the recruitment process includes but is not limited to:

- Establishing an applicant profile through which to conduct the recruitment process.
- Assessing your suitability for the position to which you applied or other available positions.
- Interviewing you and making a decision about your recruitment.
- Determining the terms of your employment.
- Verifying information about you using publicly available sources.
- Carrying out pre-employment screening checks.
- Determining your ability to legally work for us in the United States, including, as applicable, verifying your visa status.
- Onboarding you as a CBRE employee and into the CBRE culture, service and environment.

SHARING YOUR INFORMATION

CBRE may disclose your Personal Information to different parties depending upon the role applied for. The categories of the recipients who this personal data may be shared with are:

- Other CBRE entities, to the extent this is strictly necessary for progressing the application.
- Our vendors who provide data processing, IT, software, information security and related services.
- Background check and testing providers.
- Any competent law enforcement body, regulatory or government agency, court or other third party where we believe disclosure is necessary to comply with applicable law or regulation, exercise, establish or defend our legal rights or for the administration of justice, or to protect the vital interests of you or any other person.
- In the event of any claim that CBRE's internal policies, practices or procedures were violated or that any employee in the course of the recruitment or hiring process engaged in misconduct, those CBRE employees and outside counsel who may have a need to know in order to investigate and address any such claim.
- Any person for whom you agree to our making disclosure including clients where CBRE employees are providing services.
- As may otherwise be set out in a separate privacy notice to you.

Your Personal Information is also shared with the hiring manager who initiates a search for personnel to ascertain if you are a good fit for the available position.

SOURCES OF YOUR INFORMATION

The various sources from which we may collect Personal Information about you are:

- Directly from you. This is information you provide while searching for a new opportunity and/or during the different recruitment stages.
- From an agent/third party acting on your behalf. e.g. any recruiter you engage.
- Through publicly available sources such as LinkedIn, other job board websites and online CV libraries.
- By reference or word of mouth. For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.

RETENTION OF YOUR INFORMATION

We retain your Personal Information for as long as required to satisfy the purpose for which they were collected and used, and in accordance with applicable law.

CONTACT US

If you have any further questions, comments or requests regarding this Notice or the processing of your Personal Information, please contact us by [email PrivacyAdministrator@cbre.com](mailto:PrivacyAdministrator@cbre.com) or by [mail CBRE, Inc., 321 North Clark Street, Suite 3400, Chicago, Illinois 60654, Attention: Global Director, Data Privacy](mailto:CBRE, Inc., 321 North Clark Street, Suite 3400, Chicago, Illinois 60654, Attention: Global Director, Data Privacy).