

# Ameriprise Financial Privacy Notice for Job Applicants

## Personal Information we collect about you

Ameriprise may collect one or more of the types of information about you based on information you provided to us through the application process:

- Personal contact data (e.g., name, home address, home, work and cell phone number, email address, etc.)
- Identifying numbers (e.g., driver's license or state identification numbers, social security numbers, passport relevant licensure numbers, Aadhaar numbers, etc.)
- Biometric data (e.g., fingerprints)
- Internet-related data (e.g., activity on web sites or software applications by reference to computer IP addresses we associate with you, email communications, including attached documents, between you and the company, stored documents, etc.)
- Location data (e.g., geographic locations associated with a computer's IP address)
- Professional data (e.g., current and former employers, occupations and work history, awards, qualifications, certificates, licenses, work permit information, relevant, conflicting family employment, and any other information you choose to provide in your resumes and applications)
- Educational history data (e.g., education institutions attended, education levels attained, etc.)
- Political contributions (e.g., monetary, in-kind, and voluntary contributions to officeholders, candidates, campaigns, PAC, or political party)
- Results of background checks and references (e.g., verification of professional and educational detail provided, criminal record checks, credit checks, publicly available information about you including from online resources, and opinions/comments of any previous employers)
- Characteristics of Protected Classifications under Law (e.g., voluntary disclosed race, ancestry or national origin, disability, and veteran status and gender disclosure)
- Inferences drawn from the categories of data above (e.g., profiles, applicant analytics, applicant preferences, qualifications)
- Audio/Visual/Electronic data (e.g., your photo, a sample of your signature, etc.)
- Health information (e.g., accommodations for interviews)

## Use & Retention of this information

The use of personal information for the business's or a service provider's operational purposes, or other notified purposes, provided that the use of personal information shall be reasonably necessary and proportionate to achieve the operational purpose for which the personal information was collected or processed or for another operational purpose that is compatible with the context in which the personal information was collected.

Specifically, contact details will be used to contact you if you decide to move forward with your application and throughout the recruiting process. Further, information on your employment and education history will be processed, with or without automated means, for the business purpose of assessing your suitability for the role for which you applied. Finally, there is a business purpose to use your personal information, in some cases, to comply with regulations binding on our company and practices.

The afore-mentioned personal information will be retained so long as the information is required for the purposes for which it was collected or as required by law. Copies of the information may be retained for internal record-keeping purposes and/or for compliance with other applicable laws or professional standards, as required.

Ameriprise has reasonable security safeguards in place to ensure protection of personal information from loss, theft, misuse, unauthorized access, alteration or destruction. Only authorized personnel are provided access to sensitive personal information who agree to maintain confidentiality, security and integrity of this information.

## With whom will we share your personal information

We will primarily share your information with those who will use it to determine your eligibility for the position to which you applied. Those professionals can also use that information to contact you about the position and assist you with the process of applying.

We may also share your information with other companies within the Ameriprise group of companies and affiliates.

We may share your information with third party service providers to assist the company with recruitment, background investigations, and legal matters. If your information is shared in this way, we will do so only to those that need to know and only if those service providers respect the security, purpose, and confidentiality of that data.

Finally, we may also share your data with third parties if needed and appropriate to comply with our legal obligations, defend our legal rights, protect your vital interests in the event of an emergency, or if we have otherwise obtained your consent.

## Changes to this Privacy Notice

We will only use your personal information in the manner described in this Privacy Notice. However, we reserve the right to change the terms of this Privacy Notice at any time by posting revisions to our website. If at any time we decide to use your personal information in a manner that is different from than stated at the time it was collected, you will be given notice.

## California Residents

The California Privacy Rights Act (CPRA) provides rights for California residents, who are applicants for employment, to understand our data collection practices and to receive information from Ameriprise Financial, Inc., and its affiliates, about the information we collect and use about you. This CPRA Privacy Notice addendum also provides information to California residents about what information you can obtain from Ameriprise Financial, Inc. Please refer to the [California Privacy Rights Act \(CPRA\) Privacy Notice Addendum for California Applicants](#) to learn more.

## Questions

If you have questions about this Notice, please contact the [Global Privacy Office](#).