

Pantheon Integrated Solutions, Inc.
Applicant Privacy Notice
Effective Date: July 21, 2026

Pantheon Integrated Solutions, Inc. ("Pantheon," "we," "our," or "us") is committed to protecting the privacy of individuals who apply for employment with our company. This Applicant Privacy Notice explains how we collect, use, disclose, retain, and safeguard the personal information you provide during the recruiting and hiring process.

Information We Collect

During the application process, we may collect information including:

- Contact information, such as your name, address, telephone number, and email address.
- Resume, employment history, education, certifications, licenses, and professional qualifications.
- Information you provide in interviews, questionnaires, assessments, or correspondence.
- References and recommendation information.
- Work authorization and citizenship or immigration status, where permitted by law and necessary for employment eligibility verification.
- Security clearance information, if applicable to the position.
- Background check information, drug screening results, and other pre-employment screening information, where authorized by law and with your consent when required.
- Voluntary demographic information used for equal employment opportunity (EEO), affirmative action, or government reporting purposes.
- Technical information collected through our careers website, such as IP address, browser type, device information, and website usage data.

How We Use Your Information

We use applicant information to:

- Evaluate qualifications for employment.
- Communicate with applicants throughout the recruiting process.
- Schedule interviews and conduct candidate evaluations.
- Verify employment history, education, certifications, references, and other credentials.
- Conduct background investigations, drug screenings, and security clearance processing, when applicable.
- Comply with applicable laws, regulations, and contractual obligations, including those applicable to U.S. Government contractors.
- Maintain recruiting records and consider applicants for future employment opportunities, unless an applicant requests otherwise or applicable law requires different handling.
- Protect the security and integrity of our systems, facilities, and hiring process.

Information Sharing

Pantheon does not sell applicant personal information.

We may share applicant information with:

- Employees involved in the hiring process.
- Third-party recruiting, background screening, assessment, or onboarding service providers.
- Government agencies or contracting authorities when required by law, regulation, or contract.
- Professional advisors, auditors, insurers, or legal counsel as necessary.
- Law enforcement or regulatory authorities when required by law.

All third parties are expected to protect applicant information consistent with applicable laws and contractual obligations.

Data Retention

Pantheon retains applicant information only as long as necessary to:

- Complete the hiring process;
- Meet legal, regulatory, audit, or contractual requirements;
- Defend or establish legal claims; or
- Consider applicants for future employment opportunities where appropriate.

When information is no longer required, it will be securely deleted or destroyed in accordance with our records retention policies.

Your Choices and Rights

Depending on your location and applicable law, you may have rights regarding your personal information, including the ability to:

- Request access to certain personal information we maintain about you.
- Request correction of inaccurate information.
- Request deletion of personal information where permitted by law.
- Withdraw consent where processing is based on consent.
- Ask questions regarding our handling of applicant information.

Some requests may be limited where Pantheon must retain information to comply with legal obligations or government contracting requirements.

Information Security

Pantheon maintains reasonable administrative, technical, and physical safeguards designed to protect applicant information from unauthorized access, disclosure, alteration, or destruction.

Updates to This Notice

Pantheon may update this Applicant Privacy Notice from time to time to reflect changes in legal requirements or business practices. Any updates will be posted on our careers website with the revised effective date.

Contact Us

If you have questions regarding this Applicant Privacy Notice or our handling of applicant information, please contact:

Pantheon Integrated Solutions, Inc.

300 M Street SE, Suite 500
Washington, DC 20003

Email: admin@mypantheonsolutions.com

Phone: **(202) 280-2925**