



NVL Recruitment Privacy Notice

Effective date: 10/12/2026

Last updated: 10/12/2026

1. Purpose and scope

Natural Vitamins Laboratory, LLC ("NVL," "we," "us," or "our") is committed to protecting the privacy and security of personal information collected during our recruitment and selection activities.

This Recruitment Privacy Notice explains how NVL collects, uses, stores, discloses, and protects personal information relating to individuals who apply for employment or participate in our recruitment process ("applicants" or "candidates").

This notice applies to recruitment activities conducted through NVL's online applicant tracking system (ATS), careers website, and other recruitment channels. It should be read alongside any additional notices or authorizations provided to you in connection with specific recruitment activities.

2. Personal information we collect

Depending on the position and stage of the recruitment process, NVL may collect the following categories of personal information:

- **Identification and contact information:** Name, email address, telephone number, mailing address, and other contact details.
- **Application and professional information:** Résumé or CV, employment history, work experience, professional qualifications, skills, certifications, and references.
- **Education and training information:** Educational institutions attended, degrees, qualifications, and relevant training records.
- **Recruitment and assessment information:** Interview notes, assessment results, communications with recruitment personnel, and information you provide during the selection process.
- **Eligibility and verification information:** Information reasonably necessary to verify identity, work authorization, professional credentials, or eligibility for a particular position, where applicable.
- **Background screening information:** Information obtained through authorized pre-employment screening, such as employment or education verification and relevant criminal, driving, or other background records, where appropriate for the position and permitted by law.
- **Technical and usage information:** Information generated through your use of our online recruitment platform, such as application activity, submission timestamps, and technical logs, where collected by the platform.

We ask that you provide information relevant to your application and avoid submitting unnecessary sensitive personal information.

3. How we collect personal information

NVL may collect personal information directly from you when you create an account, complete an application, upload documents, participate in interviews or assessments, or communicate with our recruitment team.

We may also obtain relevant information from references, educational institutions, previous employers, recruitment agencies, background screening providers, and other lawful sources, as appropriate to the role and subject to applicable legal requirements.

Our ATS and its service providers may collect certain technical information automatically when you use the recruitment platform.



Where required by law, NVL will provide additional notices and obtain any necessary permissions or authorizations before collecting information from third parties or conducting background screening.

4. Purposes for processing personal information

NVL uses applicant and candidate information for legitimate recruitment and business purposes, including to:

- Receive, manage, and evaluate employment applications.
- Assess qualifications, experience, skills, and suitability for a position.
- Communicate with applicants and coordinate interviews, assessments, and recruitment decisions.
- Verify information provided in applications and confirm relevant qualifications or credentials.
- Conduct appropriate reference checks and pre-employment background screening, where permitted by law and in accordance with applicable requirements.
- Prepare and administer employment offers and related pre-employment processes.
- Maintain recruitment records and meet applicable legal, regulatory, auditing, and recordkeeping obligations.
- Protect the security, integrity, and proper functioning of our recruitment systems.
- Establish, exercise, or defend legal claims where necessary.
- Consider candidates for future employment opportunities only where they have separately agreed to be considered, or where another lawful basis applies.

NVL will use personal information only for purposes that are consistent with this notice, as otherwise disclosed to you, or as permitted or required by applicable law.

5. Background screening

For certain positions, NVL may conduct pre-employment background screening to verify information relevant to the role and assess suitability for employment.

The nature and scope of screening will depend on the position, applicable legal requirements, and the checks necessary for the role. Screening may include employment and education verification, reference checks, criminal history checks, driving records, or other relevant checks where legally permitted.

Where a background report is obtained from a consumer reporting agency, NVL will provide the required standalone disclosure and obtain your written authorization before obtaining the report, as applicable under the Fair Credit Reporting Act and other relevant laws.

If NVL is considering an adverse employment decision based in whole or in part on a consumer report, NVL will follow applicable legal procedures, including providing required notices and an opportunity to review and dispute report information where required.

Background screening information will be handled confidentially, accessed only as appropriate, and used in accordance with applicable privacy, employment, and anti-discrimination laws.

6. Disclosure of personal information

NVL may disclose relevant personal information to authorized recipients when necessary for the purposes described in this notice, including:

- NVL's human resources personnel, recruiters, hiring managers, and other authorized decision-makers.
- Providers of ATS, recruitment, information technology, hosting, and related business services.
- Background screening companies and verification providers.
- Recruitment agencies, professional advisers, and other service providers support the recruitment process.
- Government agencies, regulators, courts, or law enforcement authorities where disclosure is required or permitted by law.
- Other parties were necessary to establish, exercise, or defend legal claims or protect NVL's legal rights.



NVL does not authorize third-party service providers to use applicant information for unrelated purposes merely because they provide services to us. Their handling of information will be governed by applicable contractual, confidentiality, and legal requirements.

7. International transfers

Depending on the location of NVL's operations, recruitment systems, and service providers, applicant information may be stored or accessed in a country other than the country in which you reside.

Where an international transfer occurs, NVL will implement safeguards required by applicable law and provide additional information or notices where necessary.

8. Data retention

NVL retains applicant and candidate information for the period reasonably necessary to administer recruitment, satisfy applicable legal and recordkeeping requirements, resolve disputes, and protect its legitimate business interests.

For unsuccessful applicants, information will be retained in accordance with NVL's approved recruitment records retention schedule, applicable legal requirements, and any relevant litigation held or investigation.

Retention period for unsuccessful applications: 30 days

Where an applicant separately agrees to be considered for future employment opportunities, NVL may retain relevant information for the period specified in the applicable talent-pool consent or notice, subject to applicable law.

Background screening records and related authorizations will be retained and securely disposed of in accordance with applicable legal requirements and NVL's retention and information security policies.

When personal information is no longer required, NVL will take appropriate steps to delete, securely destroy, or de-identify it, subject to legal and operational retention requirements.

9. Data security and confidentiality

NVL uses reasonable administrative, technical, and organizational safeguards designed to protect personal information against unauthorized access, use, disclosure, alteration, loss, or destruction.

Access to applicant information is restricted to authorized individuals and service providers who require it for legitimate recruitment or related business purposes.

Although NVL takes reasonable steps to protect personal information, no electronic transmission or storage system can be guaranteed to be completely secure.

10. Your privacy rights and choices

Depending on the laws applicable to you, you may have rights concerning your personal information, including the right to:

- Request access to certain personal information held about you.
- Request correction of inaccurate or incomplete information.
- Request deletion of personal information, subject to applicable exceptions.
- Request a copy of certain information in a portable format, where applicable.
- Object to or request restriction of certain processing activities, where applicable.
- Withdraw consent for processing activities that rely on consent, subject to applicable law.
- Opt out of consideration for future employment opportunities by withdrawing from NVL's talent pool.

Certain rights are subject to legal exceptions, identity verification, and other applicable requirements.

To submit a privacy request or ask a question about how your information is handled, please contact:



Privacy contact: Human Resources

Email: hr@nvlabs.net

Mailing address: 4400 NW 133rd Street, Opa-Locka, FL 33054

NVL will review and respond to requests in accordance with applicable law.

11. Automated tools and assessments

NVL may use technology-supported recruitment tools to help administer applications, organize candidate information, or support assessments.

Where applicable, NVL will provide additional information about automated processing that is subject to specific legal disclosure requirements. Employment decisions will be made in accordance with applicable law and NVL's recruitment policies.

12. Equal opportunity and fair recruitment

NVL is committed to conducting recruitment in accordance with applicable equal employment opportunity and anti-discrimination laws.

Applicant information will be handled and used in a manner consistent with those obligations. Information that is not relevant to the position will not be used as an improper basis for recruitment decisions.

13. Changes to this notice

NVL may update this Recruitment Privacy Notice to reflect changes in its recruitment practices, technology, service providers, or legal obligations.

The current version will be made available through NVL's recruitment platform. Material changes will be communicated as required by applicable law.

14. Contact us

If you have questions about this notice or NVL's handling of your personal information, please contact us using the details provided in Section 10.

Thank you for your interest in employment opportunities with NVL.

Human Resources Team

hr@nvlabs.net

Natural Vitamins Laboratory