

# Magic School Applicant & Employee Privacy Notice

**Effective Date:** January 23, 2026

Magic School (“Magic School,” “we,” “our,” or “us”) is committed to protecting the privacy of individuals who apply for or work with us. This Applicant and Employee Privacy Notice (“Notice”) explains how we collect, use, disclose, retain, and safeguard personal information relating to:

- Job applicants
- Employees
- Independent contractors, consultants, and advisors

This Notice applies solely to personal information collected in connection with recruitment, hiring, employment, or independent contractor engagement and does not constitute, nor form part of, any employment contract or contract for services. This Notice does not apply to personal information collected through Magic School’s products or services, which are governed by Magic School’s primary [Privacy Policy](#).

## 1. Personal Information We Collect

The types of personal information we collect vary depending on your relationship with Magic School and applicable law.

### Information Collected from Applicants

We may collect:

- Contact details such as full name, email address, physical address, and phone number
- Resumes, cover letters, and application materials
- Employment and education history
- Professional qualifications, skills, and references
- Interview notes, assessment results, and work samples
- Communications related to your application
- Any other information you voluntarily provide during the hiring process

### Information Collected from Employees

In addition to Applicant information, we may collect the following from our employees:

- Government-issued identifiers required for employment (e.g., Social Security Number, passport number)
- Demographic information such as age (date of birth), gender and identity, race, ethnicity, nationality, and marital status
- Background check information such as criminal history
- Immigration status such as citizenship, permanent residence, or work authorization
- Payroll, tax, compensation, and bank account information
- Benefits, equity participation, and leave records
- Performance reviews, feedback, and disciplinary records
- Submitted profile pictures and recorded meetings or presentations in which you participate
- Work schedule, timekeeping, and role-related data
- Emergency contact details
- Health, accommodation, or disability-related information where permitted by law

## **Information Collected from Contractors**

In addition to Applicant information, we may collect the following from our contractors:

- Business or tax classification details
- Tax identification numbers
- Contract terms, scopes of work, and invoices
- Payment and payout information
- Compliance or credential verification documents
- Engagement-related evaluations tied to service delivery

## **Technical and Security Information**

For all Personnel, we may collect:

- System login credentials and access records
- Device identifiers, IP addresses, and usage logs
- Security monitoring, audit logs, and access control data

## **2. How We Collect Personal Information**

We collect personal information:

- Directly from you
- From recruiting platforms, employment agencies, and referrals
- From references and background check providers (where permitted)

## 3. How We Use Personal Information

We use personal information for legitimate business, operational, and legal purposes, including:

### Recruitment and Selection

- Reviewing and evaluating applications
- Assessing qualifications, experience, and fit
- Communicating with candidates
- Making hiring and engagement decisions

### Employment and Engagement Management

- Onboarding and offboarding
- Payroll, payments, and compensation administration
- Benefits, equity, and leave administration (Employees only)
- Contract administration and invoicing (Contractors only)
- Performance management and professional development (Employees only)

### Business Operations and Security

- Managing access to systems and facilities
- Protecting company assets, data, and intellectual property
- Monitoring compliance with company policies
- Detecting and preventing security incidents or misuse

### Legal and Compliance

- Meeting employment, tax, and regulatory obligations
- Responding to audits, investigations, or legal claims
- Maintaining records required by law

## 4. How We Share Personal Information

We may disclose personal information to:

- Internal teams responsible for HR, recruiting, payroll, finance, IT, legal, and security
- Service providers that support our operations (e.g., payroll processors, benefits administrators, recruiting tools, IT vendors)
- Professional advisors such as legal, accounting, and HR consultants

- Government authorities where required by law or legal process
- Transaction partners in connection with mergers, acquisitions, or corporate reorganizations

Magic School does not sell personal information or share it for cross-context behavioral advertising.

## 5. Data Retention

We retain personal information only for as long as reasonably necessary to:

- Fulfill the purposes described in this Notice
- Maintain employment or contractor records
- Comply with legal, tax, and regulatory requirements

Information is securely deleted when no longer needed.

## 6. Data Security

Magic School maintains reasonable administrative, technical, and organizational safeguards designed to protect personal information from unauthorized access, loss, or misuse, including but not limited to data encryption in transit and at rest, role-based access controls, incident management, disaster recovery and business continuity, change management, vulnerability remediation, and logging and monitoring.

## 7. California Privacy Rights (CCPA / CPRA)

This section applies to California residents who are Applicants, Employees, or Contractors. In the past 12 months, Magic School has collected categories of personal information described in Section 1 for the business purposes outlined in Section 3.

### Sensitive Personal Information

Magic School collects and uses sensitive personal information only as reasonably necessary for:

- Recruitment and employment administration
- Payroll and benefits
- Legal and regulatory compliance
- Security and access control

Under California law, you may have the right to:

- Know what personal information we collect, use, and disclose
- Access your personal information
- Request correction of inaccurate information
- Request deletion of certain personal information
- Not be discriminated against for exercising your rights

Magic School does not sell personal information or share it for cross-context behavioral advertising.

## 8. Other U.S. State Privacy Rights

Depending on your state of residence, you may have privacy rights under applicable U.S. state laws, including rights to:

- Access personal information we maintain about you
- Request correction of inaccurate personal information
- Request deletion of personal information, subject to certain exceptions
- Obtain information about how your personal information is used and disclosed
- Appeal a decision regarding your privacy rights request, where required by law

These rights may be subject to limitations or exceptions under applicable law, including where processing is necessary for employment, legal compliance, security, or other legitimate business purposes.

## 9. Canadian Privacy Rights

For individuals located in Canada, Magic School processes personal information in accordance with applicable privacy laws, including the **Personal Information Protection and Electronic Documents Act (PIPEDA)** and relevant provincial legislation.

### Key Principles

- We collect, use, and disclose personal information only for appropriate and identified purposes
- We limit collection to what is reasonably necessary
- We retain information only as long as required
- We protect personal information using appropriate safeguards

Subject to applicable law, you may have the right to:

- Access your personal information
- Request corrections to inaccurate or incomplete information
- Withdraw consent where processing is based on consent, subject to legal or contractual restrictions

## **10. Verification of Identity**

To protect the privacy and security of personal information, Magic School will take reasonable steps to verify your identity before responding to a request to exercise privacy rights.

Verification may require you to provide information sufficient for us to confirm your identity and your relationship with Magic School, such as your name, contact information, and whether you are an applicant, employee, or contractor, as well as relevant dates of application, employment, or engagement. Where appropriate, we may request additional information that we already maintain for verification purposes.

If a request is submitted by an authorized agent, we may require proof of the agent's authorization and may also require you to verify your identity directly with us.

Any personal information provided for verification purposes will be used solely to verify identity or authority to make the request and to help prevent fraud or unauthorized access. If we are unable to reasonably verify your identity, we may be unable to fulfill your request, as permitted by applicable law.

## **11. International Transfers**

Magic School is headquartered in the United States. Personal information may be transferred to and processed in the U.S. or other jurisdictions where Magic School or its service providers operate. We take reasonable steps to ensure such transfers are protected in accordance with applicable law.

## **12. Changes to This Notice**

We may update this Notice from time to time. Material changes will be communicated as required by law, and the revised Notice will include an updated effective date.

## 13. Contact Us

If you have questions about this Notice or wish to exercise your privacy rights, please contact us at:

**Email:** [compliance@magicschool.ai](mailto:compliance@magicschool.ai)

**Mailing Address:**

MagicSchool

Attn: Compliance Department

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