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# Privacy Policy

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## 1. Introduction

Stewart Glass ('we,' 'our,' or 'the Company') respects the privacy of all individuals who apply for employment with us. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information during the recruitment and hiring process.

## 2. Information We Collect

**Identification Information:** Name, address, telephone number, email address, and other contact details; **Application Materials:** Resumes, cover letters, references, work history, education history, certifications, and skills; **Employment Eligibility Information:** Proof of work authorization, background check results, and other compliance-related data; **Voluntary Information:** Information you choose to provide (e.g., veteran status, diversity information, or accommodations requests).

## 3. How We Use Your Information

We collect and process information about you for the following reasons:

- Because you voluntarily provide this information;
- Because this information is necessary to take steps at your request prior to entering into an employment or internship;
- Because this information is of particular importance to us and we have a specific legitimate interest under law to process it;
- To comply with a legal obligation; or
- Where necessary to protect the vital interests of any person.

The information that you submit on the Careers Site will be used for our personnel recruitment, management, and planning purposes, as permitted by local law, including:

- To process your application;
- To assess your capabilities and qualifications for a job;
- To conduct reference checks;
- To respond to your inquiries and communicate with you about your application, and to send you information regarding the Careers Site and changes to our terms and policies;
- To comply with or monitor compliance with any applicable law or regulation;
- To conduct background checks if we offer you a position; and
- To preserve our other legitimate interests, for example, for our administrative purposes, aggregate management reporting, internal training, and as generally required to conduct our business.

The information about you will be added to our candidate database. If you do not wish us to do this, please contact us utilizing the information in the "Contact Us" section below.

If we hire you, personal information we collect in connection with your application may be incorporated into our human resources system and may be used to manage the new-hire process; any such information may become part of your employee file and may be used for other employment-related purposes.

We may also use the information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to protect our legal rights and operations or the rights, privacy, safety or property, and/or of us, you, or others; and (e) to allow us to pursue available remedies or limit the damages that we may sustain.

## 4. How We Share Your Information

We do not sell candidate information. Your personal data may be shared only with Internal Personnel (HR, hiring managers, other employees involved in hiring); Service Providers (background check agencies, recruiting platforms, IT service providers, bound by confidentiality agreements); Legal and Compliance (if required by law or regulation).

## 5. Data Retention

We keep your personal information for as long as needed or permitted in light of the purpose(s) for which it was obtained. The criteria used to determine our retention periods include (i) for as long as we have an ongoing relationship with you (such as an application process); as required by a legal obligation to which we are subject; or as advisable in light of our legal position (such as in regard of applicable statutes of limitations, litigation, or regulatory investigations).

We may remove personal information for inactive accounts, subject to any applicable legal or regulatory obligations. Furthermore, we may delete personal information about you (including your CV/résumé) from our database at any time and without providing any reason. Therefore, please retain your own copy of the personal information provided to us.

## 6. Data Security

We use reasonable organizational, technical and administrative measures to protect personal information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us of the problem by contacting us in accordance with the “Contact Us” section below.

We hereby disclaim, as far as permitted by local laws, any liability for us and our affiliates and contractors for any personal information we collect in connection with your application that is lost, misused, illegally accessed, disclosed, altered or destroyed or not timely delivered to our Careers Site.

## 7. Your Rights

You may have rights under applicable privacy laws, such as the right to: Access the personal data we hold about you; Request correction or deletion of your information; Object to or restrict certain processing activities; Withdraw consent (where consent is required). To exercise these rights, please contact us using the details below.

## 8. Age of Applicants

Stewart Glass only accepts applications from individuals who are 18 years of age or older. By submitting an application, candidates confirm that they meet this minimum age requirement. Stewart Glass does not knowingly collect or maintain personal information from applicants under the age of 18.

## 9. Contact Us

Please contact Stewart Glass at [apply@stewartglass.us](mailto:apply@stewartglass.us) or 740-216-4289 if you have any questions regarding this policy. Stewart Glass is located at 12680 ST RT 93 N, Logan, OH 43138.

## 10. Updates to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technology, or legal requirements. Updates will be posted on our careers page with a revision date on the footer below.