



Tailored Management | Global Privacy Notice

Tailored Management is committed to protecting your privacy. There are various ways that you might interact with Tailored Management, and the information you provide when doing so allows us to improve our services to you.

This Privacy Policy applies to SBL Enterprises, LLC d/b/a Tailored Management, J. Bradley, LLC and Orion Resources and covers our processing activities as a data controller. This website, our mobile site and our mobile application are owned and operated by SBL Enterprises, LLC d/b/a Tailored Management, with its principal place of business at 1165 Dublin Road, Columbus, Ohio 43215.

Our Privacy Policy explains:

- What information we collect and why we collect it;
- How we use your information;
- How we protect your information;
- How you can control your information, including accessing, updating and deleting what we store; and
- How we share collected information.

Information We Collect

Information Voluntarily Provided

We may collect or record basic personal information that you voluntarily provide through completing forms on our website, through questions you send to us, or through other means of communication between you and us. The categories of personal information you provide may include:

- First and last name;
- Job title and company name;
- Email address;
- Phone number;
- Mailing address;
- User ID and Password;
- Personal and Professional Interests;
- Any other identifier that permits us to make contact with you.

Information from Site Visits

We use cookies to collect, store and use information about your visits to the Site and about your computer, tablet, mobile or other device through which you access the Sites. This includes the following information:

- Technical information, including internet protocol (IP) address, browser type, internet service provider, device identifier, your login information time zone setting, browser plug in types and versions, operating system and platform and geographic location.
- Information about your visits and use of our Site, including the full Uniform Resource Locators (URL) through and from our Site, pages you viewed and searched for, page response time, length of visit to certain pages, referral source/exit pages, page interaction information and Site navigation and search terms utilized.

Employee Information

We also collect personal information from our employees and job applicant in connection with administration of our human resources programs and functions, including, with respect to: job applications, compensation and benefits program, performance evaluations, training, access to facilities and networks, employee profiles, human resource recordkeeping and other employment related purposes. It is our policy to keep all past and present employee data private from disclosure to third parties. There are certain business related exceptions and they are: to comply with requests from governmental or regulatory authorities, inquiries from third parties with a signed authorization from the employee to release the information, and to third parties with whom we have contracts in place to assist in the administration of company business. We frequently receive inquiries from prospective employers, financial institutions and others requesting information on a current or former employee’s work history. Tailored Management provides only dates of employment in response to these requests.

How Tailored Management Uses Your Information

As a data controller, Tailored Management uses your personal information only if it has a legal basis to do so. The purpose for which we use your personal information and the associated legal basis is set forth below.

Purpose	Legal Basis
To provide you with information and materials you request from us.	It is in our legitimate business interest to respond to your inquiries and provide information and materials you request in order to generate and develop business. To ensure we offer an efficient service, we consider this use to be proportionate and not to be prejudicial or detrimental to you.
To personalize our service to you.	It is in our legitimate business interest to enhance your experience and facilitate better service to you.

Employment verification	It is in our legitimate business interest to respond to inquiries regarding employment verification. We do not provide employment verification without a signed consent document.
To improve our site to ensure that consent is presented in the most effective manner for you and your computer, mobile device or other items of hardware through which you access the site and to keep our site safe and secure.	It is in our legitimate business interest to continually monitor and improve our services and your experience on our site, and to ensure network security. We consider this use to be necessary for our legitimate business interests and will not be prejudicial or detrimental to you.
To measure or understand the effectiveness of any marketing we provide to you and others, and deliver relevant marketing.	It is in our legitimate business interest to continually improve our offering and develop business. We consider this use to be necessary to effectively generate business and it will not be prejudicial or detrimental to you.
To submit or place you in a temporary employee assignment.	It is in our legitimate business interest to submit your information to job requisitions we discuss in advance and for which you are qualified. We consider this to be necessary to fulfill our business purpose and obligations. We do not provide your information to our clients for potential assignments without your consent.

If you do not wish to provide us with your personal data and processing such data is necessary for the performance of an agreement, we may not be able to perform our obligations under the agreement. If you provide consent for our use or disclosure of your information, you may withdraw that consent at any time, free of charge. If you choose to withdraw consent, the lawfulness of the data processing that took place during the time your consent was in full force and effect will not be impacted. You can update your details or change your privacy preferences by contacting us via the Contact feature on our website or by telephone at our corporate office.

Updating Your Information and Opting Out

You can review, update, delete or otherwise limit the use of the information you provide to Tailored Management. You can limit the communications Tailored Management has with you. To opt out of marketing emails, simply click the link labeled “unsubscribe” at the bottom of any marketing email we send you. We respect the rights you have under any applicable privacy laws. If you have any questions about your choices or if you need any assistance with opting-out, please contact us.

Disclosure of Your Personal Data to Third Parties

Tailored Management may share your personal information with a third party as necessary to carry out the purposes for which the information was supplied or collected. Personal information will also be shared with our third party service providers and clients, in order to facilitate our legitimate business interest and evaluate for placement on a temporary employment assignment. Our third party service providers are subject to security and confidentiality obligations and are only permitted to process your personal information for a specified purpose and in accordance with our instructions.

We may also disclose your personal information when we believe that such action is reasonably necessary to comply with a legal or regulatory obligation, to establish, exercise or defend the rights of Tailored Management, our associates, our customers or others and to protect our rights, property and safety or the rights, property and safety of our associates.

Security of Your Personal Data

The security of your personal information is important to us. We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. We use appropriate measures to safeguard personally identifiable information, which measures are appropriate to the type of information maintained, and comply with applicable laws and regulations regarding the safeguarding of any such information under our control. No method of transmission over the internet or method of electronic storage is one hundred percent secure. As a result, we cannot guarantee the absolute security of your information. The internet is a public forum and we encourage you to use caution when disclosing information online, including protecting your username and password to prevent third party access to your information.

Data Retention

Tailored Management retains personal information as long as needed to provide the services to our clients, in accordance with all agreements in place, and as required by law. That means, we will maintain our employees' personal information for the entire term of employment and for three years after the termination of employment. When you contact us with an inquiry, we may keep a record of the communication as long as necessary to respond, provide the requested information or service and then for the duration of time required to fulfill any legal, accounting or reporting requirements.

Your Rights

You may request access to, correction of, blocking or and/or deletion of your personal data in line with all applicable data protection regulations. You may also withdraw your consent for us to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. Where your personal data is processed by us with your consent or for the performance of a contract by automated means, we will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine readable format upon request.

Responding to Requests

Tailored Management may need to request specific information from you to help us confirm your identity and to ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask for further information in relation to your request to speed up our response. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than one month if your request is particularly complex or you have made a number of requests. In that case, we will notify you and keep you updated. You will not have to pay a fee to access your personal data. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances. Also, please note that we may refuse a request for blocking and/or deletion where the processing is necessary to comply with a legal obligation or necessary for the establishment, exercise or defense of legal claims.

Use of Cookies, IP Addresses and Aggregate Information

We may collect cookie data in connection with your use of our website, using small files commonly known as “cookies.” A cookie is a small amount of data which often includes a unique identifier that is sent to your computer or mobile phone from the site and is stored on your device’s browser or hard drive. We may also collect data that your browser send to us, such as your IP address, browser type, location, language, access time and referring website address. Such data may be used to analyze trends, to administer our website, to track your movements around the site and to gather demographic data about our visitor base as a whole. The data gathered by these cookies is in the form of aggregated anonymous data.

By continuing to access the Tailored Management website, you agree to our use of cookies. If you do not want us to use cookies when you access our website, you can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it or decline it at any time. However, if you block cookies, some of the features on the site may not function as a result. More information regarding managing cookies commonly used by internet browsers can be found by visiting www.allaboutcookies.org. This website will explain how you can delete cookies from your device.

Links to Third Party Websites and Third Party Applications

Our website may contain links to third party websites. These third party sites are operated by companies that are outside of our control. Your activities on those third party websites will be governed by the policies and practices of those third parties. Tailored Management does not in any way endorse or make any representations about those third party websites or the services provided by those third parties through their websites. As such, Tailored Management is not responsible for the privacy practices or content of those third party websites or the services provided through their websites. If you choose to access the links to the third party sites, we encourage you to review the privacy policies of the third party sites before submitting your personal data.

Social Media and Online Engagement

We use a variety of technologies and social media to communicate and interact with clients, potential clients, employees and candidates for employment. These sites and applications include popular social networking and media sites. To better engage the public in ongoing dialog, Tailored Management uses third party platforms including, but not limited to, Facebook, LinkedIn and Instagram. When interacting on these platforms, you may reveal certain personal information to us or to third parties. Other than when used by our employees for the purpose of responding to a specific message or request, we will not use, share, or retain your personal information.

- The Facebook Privacy Policy is available here: <http://www.facebook.com/privacy.php>
- The LinkedIn Privacy Policy is available here:
http://www.linkedin.com/static?key=privacy_policy
- The Instagram Privacy Policy is available here:
https://help.instagram.com/519522125107875?helpref=page_content

Age

Tailored Management does not employ minors or target minors for employment. Our services are intended for individuals aged 18 and older. We do not intentionally collect personally identifiable information from minors. If you believe we may have inadvertently collected information from a minor, please contact us using the methods prescribed in this policy.

Requests and Complaints

If we receive formal written requests or complaint, we will follow up with the requesting or complaining party. To the extent permitted by law, if we do not properly address your request or complaint, you have the right to lodge a complaint with the competent data protection authority.

Contact Us

We have a Data Protection Officer who can be reached regarding related to this Privacy Policy. All questions should be directed to:

[INSERT NAME]

Tailored Management
1165 Dublin Road
Columbus, Ohio 43215
614.895.1500

Changes to our Privacy Policy

We regularly review our compliance with our Privacy Policy. Our Privacy Policy may be updated from time to time. When we update our Privacy Policy, the revised Privacy Policy will be available on our website. Your continued use of our website and our services constitutes acceptance of any and all changes to our Privacy Policy, unless further steps are required by law. Please check our Privacy Policy regularly for updates. This Privacy Policy was most recently updated on the date set forth, below.

Last Updated: February 28, 2019