



Job Applicant Privacy Notice

06.17.2026

At John Marshall Bank (collectively, "the Bank", "we", "us", or "our"), we value your privacy and are committed to protecting the personal data you share during our recruitment process. This Job Applicant Privacy Notice (this "Notice") explains how we collect, use, share, and retain your data when you apply for a position through our applicant tracking system, which is powered by our technology partner, [Paylocity](#).

Information We Collect

When you apply with John Marshall Bank, we may collect the following information:

- Contact information, such as name, phone number, email address, and physical address
- Professional information, such as employment history, education history, and professional certifications/memberships
- Application information/documentation, such as completed application, resume/CV, cover letter, compensation expectations, work authorization status, and willingness to relocate
- References, as well as information provided by the references you authorize us to contact
- Voluntary demographic data, such as gender, race, ethnicity, veteran status, and/or disability status where legally permitted and voluntarily provided (this information will not be used in hiring decisions)
- Any additional information you choose to provide, such as social media profiles, preferred names, languages, skills, photos, etc.

How Information is Used

Applicant information submitted to John Marshall Bank may be used to:

- Assess your qualifications for the job you applied for, other current openings within the Bank, or future job postings that may match your profile
- Communicate with you to facilitate the recruiting and interview process
- Conduct background checks, *if you are offered a position*
- Comply with or monitor compliance with any applicable laws and/or regulations

How Information is Shared/Disclosed

Information provided during your application process will be reviewed by John Marshall Bank staff with a business need to access this data. Such staff may include recruiters, human resources personnel, management personnel, and information technology personnel.

John Marshall Bank will not sell your information, but it may be shared with:

- Third-party vendors and/or service providers, such as Paylocity (our applicant tracking system) and background screening services, *if you are offered a position*.
- Government and public authorities, such as regulatory and law enforcement agencies, as required, to comply with applicable laws and regulations.

The privacy and security policies of any third-party entity may differ from those of John Marshall Bank.

Data Retention

Job applicant information may be retained by John Marshall Bank in accordance with local and federal law and may be used for future recruiting efforts. If you do not wish to be considered for future employment opportunities with the Bank please contact hr@johnmarshallbank.com.

Should you be hired for a position with us, the data provided during your application and recruitment processes will be transferred to your official employee file.

Data Security

To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.

Your Privacy Rights and Accuracy

You are responsible for ensuring that the information you submit as part of your application is truthful and accurate. False, misleading, or intentionally omitted details may result in rejection of your application.

Depending on your location, you may possess the legal rights to:

- Request corrections, updates, or amendments to inaccurate or incomplete information you have submitted.
- Request deletion or erasure of personal data on file, except for situations where the Bank has a legal obligation to retain this data.
- Request restrictions or limitations to the processing of your personal data outside of the direct hiring process.

We will not retaliate or discriminate against any candidate that chooses to exercise these rights under applicable law.

Changes to this Notice

John Marshall Bank reserves the right to modify this Notice at any time. Updates will be indicated by the revision displayed on this Notice. Changes to this Notice become effective upon posting.

Contact Us

For questions regarding this Privacy Notice, please contact John Marshall Bank at **(703) 289-5949**, email hr@johnmarshallbank.com with the subject line "Job Applicant Privacy", or visit the "Contact Us" page of our website at JohnMarshallBank.com to learn more.