



Privacy Policy Notice

LAST UPDATED: 7/10/2026

1 Introduction

Caplock Security ("Caplock," "we," "us," or "our") respects your privacy and is committed to protecting the personal information you share with us. This Privacy Policy explains how we collect, use, disclose, and safeguard information when you visit our website www.caplocksecurity.com (the "Site"), including when you apply for employment, request information, or otherwise interact with us online.

By using the Site, you agree to the terms of this Privacy Policy. If you do not agree, please do not use the Site.

2 Information We Collect

General Site Visitors:

When you visit the Site, we may collect:

- Contact information you voluntarily provide (name, email address, phone number, mailing address)
- Business inquiry information (company name, project details) if you contact us regarding our services
- Information collected automatically, including IP address, general geographic location, browser type, device information, pages viewed, and time spent on the Site
- Information from cookies and similar tracking technologies. You can control cookie preferences through your browser settings; disabling cookies may affect certain Site functionality.

Job Applicants and Candidates:

If you apply for a position or otherwise submit information through our careers page, we may additionally collect:

- Resume, cover letter, and work history
- Education, certifications, and professional licenses
- References and information provided by references
- Responses to screening or application questions
- Information relevant to the position, which may include:
 - Security clearance status or eligibility (current or prior)
 - Citizenship or work authorization status, where legally required for a role

- Veteran status, disability status, and race/ethnicity (only where voluntarily provided for EEO/affirmative action reporting purposes)
- Information from background checks or reference checks, where applicable and with your consent

3 How We Use Your Information

General Use:

We use collected information to:

- Respond to inquiries and provide requested information
- Operate, maintain, and improve the Site
- Analyze usage trends and Site performance
- Comply with legal, regulatory, and contractual obligations (including those related to our work as a government contractor)
- Protect against fraudulent, unauthorized, or illegal activity

Applicant-Specific Use:

For job applicants, we also use information to:

- Evaluate your qualifications and fit for open positions
- Communicate with you about your application and our hiring process
- Conduct interviews, reference checks, and background screening as permitted by law
- Comply with federal contracting requirements, including those related to security clearance processing, export control, and equal employment opportunity reporting
- Maintain records as required by federal and state recordkeeping laws
- Consider you for other open roles, if you consent to being kept on file

4 How We Share Your Information

We do not sell personal information. Depending on the context, we may share information with:

- Service providers-who perform functions on our behalf (e.g., website hosting, applicant tracking systems, IT support), under confidentiality obligations
- Hiring managers and interview panels- involved in evaluating candidates
- Government agencies or clients- where required in connection with contract performance, security clearance processing, or client review/approval tied to a specific contract role
- Background check and reference check providers- acting on our behalf
- Legal and regulatory authorities- when required by law, subpoena, legal process, or in connection with a security clearance investigation

- Successors- in connection with a merger, acquisition, or sale of company assets

5 Data Security

We implement reasonable administrative, technical, and physical safeguards designed to protect personal information from unauthorized access, use, or disclosure. However, no method of transmission or storage is completely secure, and we cannot guarantee absolute security.

6 Data Retention

We retain personal information for as long as necessary to fulfill the purposes described in this Policy, comply with legal and contractual obligations, and resolve disputes.

For job applicants specifically: application materials are retained for the period required to fulfill hiring purposes and to comply with federal recordkeeping obligations applicable to government contractors (which may require retention of certain records for one year or longer, depending on the record type and role). If you are hired, your application materials become part of your personnel file and are retained under our employee recordkeeping practices.

7 Your Privacy Choices and Rights

Depending on your state of residence, you may have rights regarding your personal information, which may include the right to request access to, correction of, or deletion of your personal information, or to opt out of certain data uses. To exercise these rights, contact us using the information in Section 11.

For job applicants: providing certain information (e.g., veteran status, disability status, race/ethnicity) is always voluntary and will not affect your candidacy. You may request that we remove you from consideration or delete your application materials at any time, subject to any legal retention requirements.

State-Specific Privacy Rights

If you are a resident of California, Virginia, Colorado, or Connecticut, you have certain rights under applicable state privacy law regarding the personal information we collect about you. These rights may include:

- **Right to Know/Access** – the right to confirm whether we process your personal information and to access that information
- **Right to Correct** – the right to correct inaccurate personal information we maintain about you
- **Right to Delete** – the right to request deletion of personal information we have collected from you, subject to certain exceptions (e.g., legal retention obligations)
- **Right to Opt Out** – the right to opt out of the sale of personal information, targeted advertising, or profiling in furtherance of decisions that produce legal or similarly significant effects (Caplock does not sell personal information or use it for targeted advertising)

- **Right to Data Portability** – the right to receive a copy of your personal information in a portable format
- **Right to Non-Discrimination** – the right not to receive discriminatory treatment for exercising any of these rights

California residents: Under the California Consumer Privacy Act (CCPA), as amended by the California Privacy Rights Act (CPRA), these rights extend to job applicants and employees, not just website visitors and customers. California residents also have the right to limit the use of "sensitive personal information," which may include information such as citizenship/immigration status collected during the application process.

How to Exercise Your Rights:

To submit a request, contact us at hr@caplocksecurity.com. We will verify your identity before responding and will respond within the timeframe required by applicable law (generally 45 days, with a possible extension). You may also designate an authorized agent to submit a request on your behalf, subject to verification.

We will not discriminate against you for exercising any of these rights.

8 Children's Privacy

The Site is not directed to individuals under 18, and we do not knowingly collect personal information from children. If we learn we have collected such information, we will take steps to delete it.

9 Third-Party Links

The Site may contain links to third-party websites. We are not responsible for the privacy practices or content of those sites. We encourage you to review the privacy policies of any third-party site you visit.

10 Changes to This Policy

We may update this Privacy Policy from time to time. Changes will be posted on this page with an updated "Last Updated" date. We encourage you to review this Policy periodically.

11 Contact Us

GENERAL INQUIRIES:

Caplock Security
1660 International Drive, Suite 600
McLean, VA 22102
info@caplocksecurity.com

APPLICANT/HR INQUIRIES:

Caplock Security — Human Resources
hr@caplocksecurity.com