

# Patterson + Sheridan, LLP

## Applicant Privacy Statement

Last Updated: July 31, 2020

**Applicant Personal Information.** The chart below describes the categories of Applicant Personal Information that may be collected in connection with the application and the purposes for which such information may be used.

Categories of Personal Information Collected
<p><u>Identifiers and Contact information.</u> This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver's license or state identification numbers, and other similar contact information and identifiers.</p> <p><u>Protected classification information.</u> This category includes characteristics of protected classifications under California or federal law.</p> <p><u>Internet or other electronic network activity information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"><li>• All activity on the Firm's information systems, such as internet browsing history, search history, and email communications</li><li>• All activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, and app use</li></ul> <p><u>Geolocation data.</u> This category includes GPS location data from company-issued mobile devices and company-owned vehicles.</p> <p><u>Professional and employment-related information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"><li>• Data submitted with employment applications including employment history, recommendations, etc.</li><li>• Background check and criminal history;</li><li>• Work authorization</li><li>• Fitness for duty data and reports</li></ul> <p><u>Education information.</u> This category includes education history.</p> <p><u>Inferences drawn from the Applicant Personal Information in the categories above.</u></p>

### Purposes Personal Information is Used.

- Collect and process employment applications, including confirming eligibility and qualifications for employment, background and related checks, as necessary.
- Evaluate an individual's appropriateness for a particular position at the Firm, or promotion to a new position.
- Communicate with you about your application.
- Maintaining personnel records and record retention requirements.
- Complying with applicable state and federal labor, employment, equal employment opportunity, and related laws.
- Preventing unauthorized access to or use of the Firm's property, including the Firm's information systems, electronic devices, network, and data.
- Investigating complaints, grievances, and suspected violations of Firm policy.
- Protect the legal rights, privacy, safety or property of Firm or its employees, agents, contractors, customers or the public.
- Protect against fraud or other illegal activity or for risk management purposes.
- Enforce the Firm's Site's terms of use
- Carry out a license, sale or transfer of all or a portion of the business or assets (including in connection with any bankruptcy or similar proceedings), or manage or arrange for acquisitions, mergers and re-organizations.
- Design, implement, and promote the Firm's diversity and inclusion programs

To carry out the purposes outlined above, the Firm may share information with third parties, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies. The Firm may add to the categories of PI it collects and the purposes it uses PI. In that case, this notice will be updated.

If you have questions about this notice, you may call the Firm's Human Resources (HR) representative.

**Changes to Statement.** We reserve the right to amend this Notice at any time without advance notice.