

## Notice to Applicants Who are Residents of California

This Privacy Notice applies solely to individuals that reside in the State of California who are job applicants (“Applicants”) of Seyfarth Shaw LLP (“Seyfarth”). We adopt this notice to comply with the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act of 2020 (“CCPA”), and any terms defined in the therein have the same meaning when used in this notice.

### Information We Collect

We may collect information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular Applicant or device (“Personal Information”). In particular, we may collect the following categories of Personal Information from those Applicants who are subject to this Privacy Notice:

**Identifiers and Demographic Data.** This includes data such as title, full name, gender, contact details, such as home and work address, phone number(s), email address(es), your geographic preferences for the location of employment, proof of eligibility to work and details of any work permit application, including biometric data.

**Professional or employment-related information.** This includes information such as work history and prior employer information.

**Non-public education information.** This is information related to your academic credentials such as what school you went to, what your GPA was, what activities or sports you did in school, or other data on your school transcripts.

Personal Information does not include:

- Publicly available information from government records;
- Deidentified or aggregated information; and
- Information excluded from the CCPA’s scope.

Seyfarth obtains the categories of Personal Information listed above from the following sources:

- Directly from you. For example, from forms you complete or products and services you purchase (if any).
- Indirectly from you. For example, from observing your actions as an Applicant, from records of your use of Seyfarth IT systems, or from location-tracking enabled devices connected to your application to Seyfarth.
- From independent third parties related to your eligibility for employment, or our ongoing management of our business.
- Other Seyfarth employees, as part of Seyfarth’s management, evaluation, training, and discipline processes.

## **Use of Personal Information**

We may process or disclose the Personal Information we collect for one or more of the following business purposes:

- To fulfill or meet the reason you provided the information. For example, if you share your name and contact information to apply for or enquire about an employment opportunity at one of our offices.
- To provide, support, personalize, and develop our Applicant population.
- To provide you with support and to respond to your inquiries and/or to respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.
- As described to you when collecting your Personal Information.
- Disclosures made in an effort to prevent or halt alleged violations of Seyfarth policies, illegal activities, or as required by law.
- Disclosures that we reasonably believe are necessary to defend against or prevent us from incurring liability to third parties.
- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding.

We will not collect additional categories of Personal Information or use the Personal Information we collected for materially different, unrelated, or incompatible purposes without providing you notice.

## **Sharing of Personal Information**

We may disclose your Personal Information to a third party for a business purpose. When we disclose Personal Information for a business purpose, we enter into a contract that describes the purpose and requires the recipient to both keep that Personal Information confidential and not use it for any purpose except performing the contract. These third parties are “Service Providers” and/or “Contractors” as defined by applicable law. We do not share Personal Information with any third parties who are not Service Providers or Contractors, where Seyfarth may receive a financial benefit from such sharing.

We may also disclose your Personal Information to another company as part of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets to that company; or where required by Seyfarth policy, law, or in response to valid legal process compelling disclosure.

## **Disclosures of Personal Information**

Seyfarth has disclosed all of the categories of Personal Information as noted above, for the business purposes described above.

We disclose your Personal Information for a business purpose only to Service Providers and/or Contractors, or, where required by law, or in response to valid legal process compelling disclosure.

### **Retention of Personal Information**

Seyfarth retains Personal Information about you for business purposes; this information is retained pursuant to the Seyfarth Records Retention Schedule, except when a Legal Hold is in place.

### **Sale of Personal Information**

Seyfarth does not and will not sell Personal Information of Applicants.

### **Changes to Our Privacy Notice**

Seyfarth reserves the right to amend this Privacy Notice at our discretion and at any time. When we make changes to this Privacy Notice, we will post the updated notice on this website and update this notice's effective date.

### **Contact Information**

If you have any questions or comments about this notice, the ways in which Seyfarth collects and uses your information, please contact [dataprivacy@seyfarth.com](mailto:dataprivacy@seyfarth.com) or call 877-860-3852.