

PRIVACY POLICY & NOTICE AT COLLECTION FOR JOB APPLICANTS (CALIFORNIA)

Effective date: January 1, 2025

Who this applies to: Individuals who apply for a job or internship with Panish | Shea | Ravipudi LLP and who reside in California.

This Privacy Policy is also our “**Notice at Collection**” for California job applicants. It explains what personal information we collect **at or before** the point of collection, why we use it, how long we keep it, and your rights under California law.

1) WHAT WE COLLECT

Depending on your application and the role, we may collect¹:

- **Identifiers** (e.g., name, address, email, phone, government ID if required for background checks).
- **Professional/education information** (résumé/CV, work history, education, licenses, references).
- **Protected classification characteristics** (e.g., citizenship/immigration status; voluntary EEO data if collected).
- **Internet or device activity** (IP address, logs, analytics if you apply through our careers portal).
- **Audio/visual data** (recorded interviews or voicemail).
- **Inferences** (e.g., assessments from interviews or skills tests).
- **Sensitive personal information (SPI)** where relevant and permitted (e.g., SSN/driver’s license for background checks; demographic or accommodation information you voluntarily provide).

¹ We collect this information from: you (application materials, interviews, communications, and, if hired, onboarding processes); public sources (e.g., LinkedIn, social media); service providers (background screening, recruiting platforms, assessment vendors); and references and recruiters you authorize us to contact.

- **Identity Questions** information regarding ethnic/racial identity and optional gender identity.

2) WHY WE USE YOUR INFORMATION (BUSINESS PURPOSES)

We use applicant information to:

- Receive, review, and manage applications; schedule interviews; evaluate qualifications; conduct skills tests and background checks (where lawful).
- Communicate with you about your candidacy.
- Comply with law (e.g., equal opportunity, right-to-work, professional licensing).
- Improve recruiting processes and site security.
- If you're hired, to set up your employment record and onboarding.

3) SALE OR SHARING OF APPLICANT INFORMATION

We **do not sell or share** applicant personal information as those terms are defined under California law.

4) DISCLOSURES TO SERVICE PROVIDERS/CONTRACTORS

We disclose personal information to trusted **service providers** that process data on our behalf (e.g., applicant tracking, background checks, assessments, IT/security). These providers are contractually restricted from using your data for any other purpose. We may also disclose information if required by law, in connection with corporate transactions, or to protect rights and safety.

5) SENSITIVE PERSONAL INFORMATION (SPI) & YOUR RIGHT TO LIMIT

Where we collect **SPI** (such as SSN for background checks or voluntary demographic data), we **use it only as necessary** for recruiting, compliance, security, or onboarding. We do not use SPI in a way that triggers the "Right to Limit" under California law.

6) RETENTION

We retain applicant information:

- **Unsuccessful candidates:** Retained for **2 years** to consider you for future opportunities and to comply with recordkeeping obligations.
- **Background check records:** Retained as required by law.
- **Other applicant data:** Retained only as long as necessary for recruiting and compliance purposes, then securely deleted or de-identified.

7) YOUR CALIFORNIA PRIVACY RIGHTS

As a California applicant, you have the right to:

- **Know/Access** the categories and specific pieces of personal information we collected about you.
- **Delete** personal information we collected from you.
- **Correct** inaccurate personal information.
- **Opt-out** of the sale or sharing of personal information (not applicable here, since we do not sell or share).
- **Limit** certain uses of sensitive personal information (not applicable here, since we only use SPI for permitted purposes).
- **Be free from discrimination** for exercising your rights.

8) HOW TO EXERCISE YOUR RIGHTS

You (or your authorized agent) may submit requests by:

- **Email:** privacy@panish.law
- **Toll-free number:** 877-800-1700

We will verify your identity before fulfilling requests and may require additional information. Authorized agents must provide proof of authorization.

9) CHILDREN

We do not knowingly seek applicants under the age of 16 through our careers process.

10) CHANGES TO THIS POLICY

We may update this policy from time to time. If we make material changes, we will post the updated policy with a new effective date.

11) CONTACT US

Questions? Contact our office at:

Email: privacy@panish.law

Toll-free number: 877-800-1700

Postal address:

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