

## **CALIFORNIA PRIVACY NOTICE TO JOB APPLICANTS**

Urbn Leaf and/or any affiliated entities (collectively, the “Company”) provide this California Privacy Notice (“Notice”) to describe our privacy practices with respect to our collection of Personal Information as required under the California Consumer Privacy Act of 2018 (“CCPA”). This Notice applies only to job applicants and candidates for employment who reside in the State of California (“Consumers”) and from whom we collect “Personal Information” as described in the CCPA. We provide you Notice because under the CCPA, California residents who are job applicants qualify as Consumers. For purposes of this Notice, when we refer to Consumers, we mean you only to the extent you are a job applicant of the Company who resides in California.

The Company collects and uses Personal Information for human resources, employment, benefit administration, health and safety, and business-related purposes and to be in legal compliance. For the purposes of this Notice, Personal Information *does not* include publicly available information from government records, or de-identified or aggregated consumer information. Below are the categories of Personal Information we may collect:

- **Protected Classifications**, such as your sex, sexual orientation, gender identity, religion, age, date of birth, race, ethnic origin, marital status, disability, medical or mental condition, familial status, and veteran or military status.
- **Personal Identifiers and Contact Information**, such as full name, alias, postal or mailing address, email address, telephone numbers, driver’s license or state identification card number, candidate ID number, username and passwords for Company accounts and systems, SSN, passport and visa information, immigration status and documentation, and emergency contact information.
- **Pre-Hire Information and Educational/Professional Background**, such as work history, academic and professional qualifications, educational records, references, interview notes, job application, resume, background check results, drug test results, candidate evaluation records and assessments, work samples, voluntary disclosures, and Wage Opportunity Tax Credit (WOTC) information.
- **Biometric Information**, such as fingerprints, retina scans, iris images, facial recognition, handprints, and keystroke or other physical patterns.
- **Profiles or Summaries**, regarding an applicant’s preferences, characteristics, opinions, attitudes, and/or aptitudes.

The Company collects the Personal Information listed above to use or disclose as appropriate to:

- Fulfill or meet the purpose for which you provided the information.
- Comply with all applicable laws and regulations, including but not limited to local, state, and federal law and regulations requiring employers to maintain certain records (such as immigration compliance records, travel records, personnel files, wage and hour records, payroll records, accident or safety records, and tax records), as well as local, state, and federal law, regulations, ordinances, guidelines, and orders relating to COVID-19.
- To evaluate your job application and candidacy for employment.
- Obtain and verify background check and references.
- Communicate with you regarding your candidacy for employment.
- Fulfill other purposes as reasonably determined in the Company’s discretion.
- Promote and foster diversity and inclusion in the workplace.
- Investigate and enforce compliance with and potential breaches of Company policies and procedures.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain the Company’s operations, including for safety purposes.
- For client marketing purposes.
- Exercise or defend the legal rights of the Company, its employees, affiliates, customers, contractors, and/or agents.

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact [recruiting@urbnleaf.com](mailto:recruiting@urbnleaf.com) or call (877) 640-5630.