

# California Job Applicant Privacy Notice

Last Updated: November 8, 2024

## Purpose of this Document

Esquire Deposition Solutions, LLC and its affiliates ("Company," "us," or "we") are committed to respecting your privacy and protecting your personal information. This California Job Applicant Privacy Notice ("Privacy Notice") describes how we handle and protect your personal information in connection with Company's recruiting process.

This Privacy Notice applies to the personal information of California job applicants and potential candidates for employment. This personal information may be submitted directly to Company through the online application process, through follow-up communications and/or through alternative channels (e.g., via professional recruiting firms). This Privacy Notice does not form part of any contract of employment offered to candidates hired by Company. This Privacy Notice does not apply to the personal information of our employees, partners, customers, vendors, or any other person from whom Company collects personal information for other purposes.

We are required under applicable data privacy and protection laws in California to notify you of the information contained in this Privacy Notice.

## Information We Collect, How We Collect It, and Information We Disclose

When you apply for a job with Company, information may be collected about you in multiple ways: you may provide it to us in connection with your application or your responses to our interview questions; we may make observations in the application process or collect information from public information sources; or you may authorize us to collect information from other sources, such as a former employer or reference.

The following table describes our practices with regard to information submitted in the job application process. If you use our website (including [www.esquiresolutions.com/about-us/careers/](http://www.esquiresolutions.com/about-us/careers/)) in the job application process, additional information may be automatically collected. Please see our website [Privacy Policy](#) for more information regarding personal information that may be automatically collected and for more information relating to your rights with regards to such information.

Category (* may constitute "sensitive personal information" under the CCPA)	Examples	Sold or shared	Disclosed to
Personal Identifiers*	Name, email address, phone number, and contact address, username, social media handle, Social Security number, driver's license number	Not sold or shared	Service providers, affiliates

Protected Classifications*	Gender, race and ethnicity, date of birth	Not sold or shared	Service providers, affiliates
Professional or employment-related information	Employer's name, employer's address, reference information	Not sold or shared	Service providers, affiliates
Education information	Institutions attended, degrees and certifications attained	Not sold or shared	Service providers, affiliates
Job preference information	The posting and description of the job to which you apply, compensation expectations, and preferred start date	Not sold or shared	Service providers, affiliates
Background check and public records information	Information contained in background check reports and in public government records (such as work history, credit history, driving records, criminal records, and court records)	Not sold or shared	Service providers, affiliates

In certain circumstances, you may submit your application for employment through a third-party service that displays our job posting. We do not control the privacy practices of these third-party services. Please review their privacy policies carefully prior to submitting your application materials.

We may disclose personal information to law enforcement, the courts, our advisors, attorneys, and others who participate in the legal process if we believe doing so is required or appropriate to: comply with legal requirements and law enforcement requests (such as a court order or subpoena); comply with legal process (such as discovery); or protect your, our, or others' rights, property, or safety.

If we are involved in a merger, acquisition, financing due diligence, reorganization, bankruptcy, receivership, sale of company assets, or transition of service to another provider, your personal information may be shared with the other parties and advisors involved under an obligation of confidentiality in connection with the negotiation of such transaction, and your personal information may be transferred as part of such a transaction.

### **Rights Specific to California Residents**

Under the CCPA, a California resident has the following rights: (1) to request additional information about our data collection, use, disclosure, and sales practices in connection with your personal information; (2) to request the specific personal information collected about you; (3) to request the deletion of the personal information we have about you, with exceptions; (4) to request a restriction on certain processing of personal information; (5) to request correction of inaccurate information; and (6) to opt-out of the selling or sharing of personal information, as defined by the CCPA. You may not be discriminated against for exercising your California privacy

rights. We do not sell or share your personal information, as those terms are used under the CCPA, except in relation to cookies and similar technologies as set forth in on our [Privacy Policy](#).

You may submit a request to exercise your rights under the CCPA by submitting a request via email to [privacy@esquiresolutions.com](mailto:privacy@esquiresolutions.com) or by calling 1.855.672.0249.

You may also designate an agent to exercise your privacy rights on your behalf. In order to designate an authorized agent to make a request on your behalf, you must provide a valid power of attorney, the requester's valid government-issued identification, and the authorized agent's valid government issued identification.

Upon receiving your request, we will confirm receipt of your request by sending you an email/confirming receipt. To help protect your privacy and maintain security, we may take steps to verify your identity before granting you access to the information. In some instances, such as a request to delete personal information, we may first separately confirm that you would like for us to, in fact, delete your personal information before acting on your request.

We will respond to your request as soon as reasonably practicable and consistent with any applicable laws. If we require more time, we will inform you of the reason and extension period in writing. We may have a reason under the law as to why we do not have to comply with your request, or why we may comply with it in a more limited way than you anticipated. If we do, we will explain that to you in our response.

### **Background Screening**

If you receive an offer from us, we may conduct a background check on you or instruct a third party to do so on our behalf. Background screening will only be done where permitted by the law applicable to the location where the position is located and to the extent necessary and proportionate to the role that you are being offered. If a background screening is required, you may be contacted by a third-party background screening service provider to request authorization for the release of your information, and at that time you will be provided with further information about the process and what personal information it might involve.

### **Social Media Tools**

Our application process may allow you to provide us with relevant personal information from information you have on third-party websites (such as LinkedIn). If you choose to incorporate your personal information from third-party websites, it will be used in accordance with this Privacy Notice.

### **Data Retention**

If you accept an offer of employment with us, any relevant personal information collected during your pre-employment period will become part of your personnel records and will be retained in accordance with relevant legal requirements.

If we do not employ you, we may nevertheless continue to retain and use your personal information for a period of time (which may vary depending on the jurisdiction) for system administration purposes, to consider you for potential future roles, and to perform research.

To the extent that we have collected personal information, including sensitive personal information, for the specific purpose of fulfilling our legal obligations regarding public health or workplace safety, we will retain

that data for the duration of those legal obligations. Thereafter, we retain a minimal amount of your personal information to establish our compliance with those obligations and to record your recruiting activity with us.

We use the following criteria to determine retention periods:

- Duration of our relationship with you;
- Length of time necessary to complete the recruitment process;
- Whether your personal information is a sensitive type;
- Whether you specifically consented to retain the data; and
- Our legal, contractual, or similar obligations to retain or delete the data.

### **Security**

Company maintains reasonable administrative, technical and physical safeguards designed to protect personal information and other information against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use. Information you send by email is not secure, so please avoid including sensitive personal information in any email you send us. No method of electronic transmission or storage is 100% secure. Therefore, we cannot guarantee absolute security of your information.

### **Contact Us**

If you have questions about this Privacy Notice or if you would like to communicate with us, please contact us at [privacy@esquiresolutions.com](mailto:privacy@esquiresolutions.com).