

REVANTAGE NOTICE FOR JOB APPLICANTS

Last Updated and Effective Date: November 17, 2022

The purpose of this Notice for Job Applicants ("**Notice**") is to inform individuals who inquire about and/or apply for employment with Revantage Corporate Services, LLC ("**Revantage**" or "**we**" or "**us**") how we collect, use and disclose Personal Information (as defined below), the retention periods for such information, and your privacy rights.

For purposes of this Notice, "**Personal Information**" is information that relates to an identified or identifiable person. In addition, "**Sensitive Personal Information**" is (1) Personal Information that requires special handling under applicable law and may include information such as racial and ethnic origin, religion, medical information, Social Security number, financial account information, and biometric information.

This Notice applies only to information that we collect about you in connection with your job application but not, for example, to information that may be collected through the Revantage website, which is subject to the Revantage Privacy Policy located on our website.

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1. Source, Collection and Use of Personal Information

We may collect the following categories of Personal Information about you when you inquire about and/or apply for employment with us. We may collect and use such information for the purposes identified below.

We collect the Personal Information either directly from you or from other sources, such as recruiters, background check providers, your former employers, and information available about you through public sources and widely distributed media.

Category of Personal Information	Retention Period	Purposes for Collection or Use of Personal Information
Personal Contact Information , such as name, home addresses, home telephone numbers and personal email addresses	We retain your information for as long as necessary to fulfill the purposes for	<ul style="list-style-type: none">• Open and maintain applicant records• Communicate with you• Determine your eligibility to work and suitability for
Business Contact Information , such as name, job title, business addresses,		

business telephone numbers and business email addresses	which we collected the information, or as required by law.	certain jobs or benefits (to the extent permitted or required by law)
Job-Related Information and Qualifications , such as education, awards, qualifications, certificates, licenses, professional memberships, time and attendance, and any other information you choose to provide in your resumes and/or applications		<ul style="list-style-type: none"> • Address our legal obligations to you, such as to make any adjustments required to assist you in the performance of the job position
References , such as opinions and comments of any previous employers		<ul style="list-style-type: none"> • Comply with applicable legal and regulatory requests and obligations (including investigations)
Any other information that you store on our equipment and computer systems , such as your account credentials for our career portal and any other electronic communications or documents that you create or upload to our systems.		<ul style="list-style-type: none"> • Establish or defend legal claims and allegations • For security purposes, including to: <ul style="list-style-type: none"> ○ Prevent, detect, or investigate fraud, suspected or actual illegal activity, violations of company policy or rules, or other misconduct ○ Investigate security breaches and misuse of computer equipment and systems ○ Protect our property from theft, vandalism, and damage ○ Seek advice from lawyers, auditors, and other professional advisers

2. Source, Collection and Use of Sensitive Personal Information

We may collect the following categories of information, which may be considered Sensitive Personal Information, in connection with your application for employment.

We collect the Sensitive Personal Information either directly from you or from other sources, such as recruiters, background check providers, your former employers, and information available about you through public sources and widely distributed media.

Under California law, Sensitive Personal Information creates a heightened risk of harm for personnel. We only collect and use such information for certain permitted purposes identified below. Because we use your Sensitive Personal information for these permitted purposes, there is no need for us to provide a Limit Use and Disclosure of Sensitive Personal Information right under California law.

Category of Sensitive Personal Information	Retention Period	Purposes for Collection or Use of Sensitive Personal Information
National Identification Information , such as your country of birth or the country where you are a registered national or citizen, and any visa or other right to work	We retain your information for as long as necessary to fulfill the purposes for which we collected the information, or as required by law.	<ul style="list-style-type: none"> • Perform and provide services related to your job application, such as opening and maintaining your applicant records, conducting equal opportunity and diversity monitoring (where permitted or required by law), and determining your eligibility to work and suitability for certain jobs or benefits (to the extent permitted or required by law) • Detect and prevent security incidents, and provide access to our internal systems and facilities • Ensure the physical safety of our employees, such as to address our legal obligations in relation to health and safety in the work place and protect the health and safety of employees and third parties (including for purposes of conducting contact tracing and monitoring social distancing) • Provide you with access to internal systems and facilities
Diversity Information , such as your ethnicity/race, disability status, veteran status, gender, and sexual orientation		
Health and Disability Records , such as information relating to any disability or health condition that is relevant to your candidacy, including the results of any pre- or post-employment physical or screening examination, alcohol and/or drug testing		
Health and Safety Records , such as information relating to health and safety in the work place, accidents and near misses		
Health Screening Information , such as your temperature or responses to health screening questionnaires		
Location and Proximity Information , such as information relating to contact tracing and social distancing		

3. Disclosure of Personal Information

We may disclose your Personal Information as described below:

- Vendors or service providers who perform services in relation to our human resources and business operations and process personal information on our behalf (including service providers for talent management, data storage, IT services, and other purposes);
- Internal staff, including members of the HR team, managers in the business area in which you work, directors, and IT staff, if necessary for the performance of their roles or relevant to your job application;
- Business partners or affiliates for tracking purposes;
- Revantage designated first responders, if necessary to assist in the event of an emergency.
- A newly formed or acquiring organization if Revantage is involved in a merger, sale or a transfer of some or all of its business.
- With our business advisors, such as legal advisors, insurers, accountants, and auditors, to the extent this is necessary for them to provide us with their professional services;
- With legal or regulatory authorities and other governmental agencies as necessary to comply with our legal obligations or for a legitimate purpose such as to protect the rights and property of Revantage, our customers, and the public, and to detect and respond to suspected illegal activity and threats to the safety of any person or of our systems or services;
- Any recipient, if required to comply with the law or in the event of a life-threatening emergency; and
- Any recipient, as permitted by law.

4. Selling or Sharing of Personal Information

Except as disclosed above, we do not sell or otherwise share your Personal Information with third parties. We also do not knowingly share for cross-context behavioral advertising, sell or disclose the Personal Information of children under the age of 18.

5. Summary of Prior 12-Month Personal Information Handling Practices

We provide in the chart below a summary of our prior 12-month personal information handling practices. You can learn more about the information we collect at or before the point of collection above in the Source, Collection, and Use of Personal Information; Source, Collection, and Use of Sensitive Personal Information; and Disclosure of Personal Information sections.

Category of Personal Information	Source	Business or commercial purpose of disclosure and recipients of Personal Information
<p>Identifiers, such as your name, postal address, email address, social security number, passport number, and driver's license number.</p>	<p>You or from other sources, such as recruiters, background check providers, and information available about you through public sources and widely distributed media</p>	<p><u>Sold</u> We have not sold your identifiers with third parties.</p> <p><u>Shared for Cross-Context Behavioral Advertising</u> We have not shared your identifiers with third parties for cross-context behavioral advertising.</p> <p><u>Service Providers</u> We may have disclosed your identifiers to our service providers who provide services to us in relation to our human resources and business operations and process personal information on our behalf (including service providers for talent management, data storage, IT services, and other purposes).</p> <p><u>Other</u> We may have also used and disclosed your identifiers for other reasons, as described in greater detail in the Source, Collection, and Use of Personal Information, Source, Collection, and Use of Sensitive Personal Information, and Disclosure of Personal Information sections.</p>
<p>Any personal information described in subdivision (e) of Section 1798.80, such as your name, postal address, telephone number, driver's license or state identification card number, education, and employment history</p>	<p>You or from other sources, such as recruiters, background check providers, and information available about you through public sources and widely distributed media</p>	<p><u>Sold</u> We have not sold your personal information with third parties.</p> <p><u>Shared for Cross-Context Behavioral Advertising</u> We have not shared your personal information with third parties for cross-context behavioral advertising.</p> <p><u>Service Providers</u> We may have disclosed your personal information with our service providers who provide services to us in relation to our human resources and business operations and process personal information on our behalf (including service providers for talent management,</p>

Category of Personal Information	Source	Business or commercial purpose of disclosure and recipients of Personal Information
		<p>data storage, IT services, and other purposes).</p> <p><u>Other</u> We may have also used and disclosed your personal information for other reasons, as described in greater detail in the Source, Collection, and Use of Personal Information, Source, Collection, and Use of Sensitive Personal Information, and Disclosure of Personal Information sections.</p>
<p>Characteristics of protected classifications under California or federal law, such as your race, national origin, gender, and age.</p>	<p>You or from other sources, such as recruiters, background check providers, and information available about you through public sources and widely distributed media</p>	<p><u>Sold</u> We have not sold any characteristics of protected classifications with third parties.</p> <p><u>Shared for Cross-Context Behavioral Advertising</u> We have not shared your personal information with third parties for cross-context behavioral advertising.</p> <p><u>Service Providers</u> We may have disclosed any characteristics of protected classifications with our service providers who provide services to us in relation to our human resources and business operations and process personal information on our behalf (including service providers for talent management, data storage, IT services, and other purposes).</p> <p><u>Other</u> We may have also used and disclosed any characteristics of protected classifications for other reasons, as described in greater detail in the Source, Collection, and Use of Personal Information, Source, Collection, and Use of Sensitive Personal Information, and Disclosure of Personal Information sections.</p>

Category of Personal Information	Source	Business or commercial purpose of disclosure and recipients of Personal Information
Geolocation data, such as your address.	You or from other sources, such as recruiters, background check providers, and information available about you through public sources and widely distributed media	<p><u>Sold</u> We have not sold your geolocation information with third parties.</p> <p><u>Shared for Cross-Context Behavioral Advertising</u> We have not shared your personal information with third parties for cross-context behavioral advertising.</p> <p><u>Service Providers</u> We may have disclosed your geolocation information with our service providers who provide services to us in relation to our human resources and business operations and process personal information on our behalf (including service providers for talent management, data storage, IT services, and other purposes).</p> <p><u>Other</u> We may have also used and disclosed your geolocation information for other reasons, as described in greater detail in the Source, Collection, and Use of Personal Information, Source, Collection, and Use of Sensitive Personal Information, and Disclosure of Personal Information sections.</p>
Professional or employment-related information, such as your employment history, title and credentials, and performance data.	You or from other sources, such as recruiters, background check providers, and information available about you through public sources and widely distributed media	<p><u>Sold</u> We have not sold your employment-related information with third parties.</p> <p><u>Shared for Cross-Context Behavioral Advertising</u> We have not shared your personal information with third parties for cross-context behavioral advertising.</p> <p><u>Service Providers</u> We may have disclosed your employment-related information with our service providers who provide services to us in relation to our human resources and business operations and process personal information on our behalf (including service providers for</p>

Category of Personal Information	Source	Business or commercial purpose of disclosure and recipients of Personal Information
		<p>talent management, data storage, IT services, and other purposes).</p> <p><u>Other</u> We may have also used and disclosed your employment-related information for other reasons, as described in greater detail in the Source, Collection, and Use of Personal Information, Source, Collection, and Use of Sensitive Personal Information, and Disclosure of Personal Information sections.</p>
<p>Education information, such as your education history, achievements, and credentials.</p>	<p>You or from other sources, such as recruiters, background check providers, and information available about you through public sources and widely distributed media</p>	<p><u>Sold</u> We have not sold your education information with third parties.</p> <p><u>Shared for Cross-Context Behavioral Advertising</u> We have not shared your personal information with third parties for cross-context behavioral advertising.</p> <p><u>Service Providers</u> We may have disclosed your education information with our service providers who provide services to us in relation to our human resources and business operations and process personal information on our behalf (including service providers for talent management, data storage, IT services, and other purposes).</p> <p><u>Other</u> We may have also used and disclosed your education information for other reasons, as described in greater detail in the Source, Collection, and Use of Personal Information, Source, Collection, and Use of Sensitive Personal Information, and Disclosure of Personal Information sections.</p>

Category of Personal Information	Source	Business or commercial purpose of disclosure and recipients of Personal Information
Sensitive Personal Information, such as those listed under <u>Source, Collection, and Use of Sensitive Personal Information</u> .	You or from other sources, such as recruiters, background check providers, and information available about you through public sources and widely distributed media	<p><u>Sold</u> We have not sold your Sensitive Personal Information with third parties.</p> <p><u>Shared for Cross-Context Behavioral Advertising</u> We have not shared your personal information with third parties for cross-context behavioral advertising.</p> <p><u>Service Providers</u> We may have disclosed your Sensitive Personal Information with our service providers who provide services to us in relation to our human resources and business operations and process personal information on our behalf (including service providers for payroll, data storage, IT services, and other purposes).</p> <p><u>Other</u> We may have also used and disclosed your Sensitive Personal Information for other reasons, as described in greater detail in the Source, Collection, and Use of Personal Information, Source, Collection, and Use of Sensitive Personal Information, and Disclosure of Personal Information sections.</p>

6. Accuracy of Your Personal Information

Revantage provides you with the ability to review your Personal Information as part of the online application process and to make changes by editing or deleting your Personal Information. You may also ask us to withdraw your application if you no longer want to be considered for a position at Revantage. If so, we will withdraw your information and retain it in accordance with the retention periods noted above.

7. Your Privacy Rights

The California Privacy Rights Act (“CPRA”) affords California job applicants certain rights with respect to their Personal Information, subject to certain exceptions. Subject to certain limitations you have the following rights:

- **(1) Right to Delete.** You have the right to request us to delete the Personal Information we have collected about you.
- **(2) Right to Correct.** You have the right to request us to correct inaccurate Personal Information we maintain about you.
- **(3) Right to Know and Access.** You have the right to know and access the Personal Information we have collected about you, including the categories of Personal Information, the categories of sources from which the Personal Information is collected, the business or commercial purpose for collecting, selling, or sharing Personal Information, the categories of third parties to whom we disclose Personal Information, and the specific pieces of Personal Information we have collected about you.
- **(4) Right to Data Portability.** You have the right to receive the information under right (3) in a format, to the extent technically feasible, that is portable, usable, and allows you to transmit the Personal Information to a person without impediment, where the processing is carried out by automated means.
- **(5) Rights Related to Sharing for Cross-Context Behavioral Advertising or Sale.** We do not share your Personal Information for cross-context behavioral advertising or sell your Personal Information. As such, there is no need to exercise your opt out of sale or sharing right. If you have any Questions, please [contact us](#) below.
- **(6) Rights Related to Sensitive Personal Information.** As described in the [Source, Collection, and Use of Sensitive Personal Information](#) section above, we only use your Sensitive Personal Information for permitted purposes. As such, there is no need to exercise your right to limit the use or disclosure of Sensitive Personal Information. If you have any Questions, please [contact us](#) below.
- **(7) Right to No Discrimination.** You have the right not to be discriminated against for exercising any of your privacy rights. This includes us not: (a) denying you goods or services; (b) charging you different prices or rates for goods or services, including through the use of discounts or other benefits or imposing penalties; (c) providing you a different level or quality of goods or services; (d) suggesting to you that you will receive a different price or rate for goods or services or a different level or quality of goods or services; and (e) retaliating against you for exercising your privacy rights.

You may exercise your privacy rights by emailing us at privacy@revantage.com, completing our web form [here](#), or by calling (844) 431-2130 and entering “8” as your pin number. In some instances, we will need to verify your identity before honoring your privacy right request. We will verify your identity by asking you to provide personal information related to your

employment. We will honor your privacy rights request within 45 calendar days of receipt, unless we request an extension as permitted by data privacy laws.

You may exercise your privacy rights through an authorized agent. If we receive your request from an authorized agent, we may ask for evidence that you have provided such agent with a power of attorney or that the agent otherwise has valid written authority to submit requests to exercise rights on your behalf. If you are an authorized agent seeking to make a request, please [contact us](#) below.

8. Questions

If you have any questions about this Notice, please contact us at privacy@revantage.com.

9. Updates

We may update this Notice from time to time. When we do, we will notify you of any material changes