

## CALIFORNIA RECRUITMENT INFORMATION NOTICE

This California Recruitment Information Notice explains how Lecella collects and processes personal information about California residents who are job applicants. Under the California Consumer Privacy Act and the California Privacy Rights Act ("California Privacy Law"), Lecella is required to provide a privacy notice in a specified format.

This California Recruitment Information Notice applies to applications submitted via Lecella's careers website, including via third party systems, third parties, such as recruitment agencies, job boards and other means, such as by post and email.

### 1. WHAT RECRUITMENT INFORMATION DOES LECELLA COLLECT?

Lecella may collect certain categories of information about you that is "Personal Information" in California ("California Recruitment Information"), including:

- Identifiers, including contact details such as name, address, telephone number, email address, social security number, driver's license number, passport number;
- Characteristics of protected classes, including race, ethnic origin, gender, disability information, veteran or military status;
- Recruitment information, including CVs, application forms, and other information you provide in support of an application and/or the recruitment process;
- Professional or employment-related information, including employee status and organization information;
- Educational information, including education, training, degrees, and professional certifications; and
- Inferences drawn from the information collected such as preferred language and salutation.

Certain California Recruitment Information that Lecella collects about you for the purposes described in Section 2 may be considered Sensitive Personal Information within the meaning of the California Privacy Law, such as: social security number; driver's license number; passport number; racial or ethnic origin and union membership.

## 2. WHAT WILL LECELLA DO WITH YOUR RECRUITMENT INFORMATION?

We use California Recruitment Information for business purposes, including:

- Supporting and Processing your Application, for example, so Lecella can assess your ability to meet the job specification, in order to shortlist applicants and to verify references and professional qualifications provided by applicants.
- Improving Lecella's Application Process, for example, to ensure that the careers website is user friendly and contains appropriate and helpful information.
- Security Management, for example, to ensure the security of Lecella's premises, assets, information, employees, and other personnel.
- Legal and Regulatory Compliance, such as compliance with health & safety requirements and other legal or fiscal obligations, or in connection with litigation or an internal investigation or audit, as well as equal opportunities monitoring.

## 3. HOW MAY THIRD PARTIES BE INVOLVED IN THE PROCESSING OF YOUR RECRUITMENT INFORMATION?

Lecella generally sources California Recruitment Information either (a) directly from you (for instance when you provide information as part of your application or during the recruitment process) or (b) from third parties (such as recruitment agencies and background checking firms). Lecella will indicate whether the information requested is mandatory or optional. If you fail to provide mandatory information, in some circumstances this may mean Lecella is unable to process your application.

We disclose California Recruitment Information to third parties for the business purposes described above, including that we disclose:

- Identifiers and other California Recruitment Information to service providers to conduct and manage the recruitment process and to perform data processing activities on our behalf, and subject to appropriate privacy and security obligations.
- California Recruitment Information to government and other authorities as required by law;
- California Recruitment Information to others to the extent necessary to comply with applicable law and/or as otherwise permitted under California Privacy Law.

We do not disclose California Recruitment Information for commercial purposes, such as marketing.

We do not engage in the sale or sharing of California Recruitment Information as those terms are defined under California Privacy Law.

We do not use or disclose California Recruitment Information that is Sensitive Personal Information except as necessary to support and process your application, to comply with law and regulation, and otherwise as permitted by California Privacy Law.

#### 4. HOW LONG WILL LECELLA RETAIN YOUR RECRUITMENT INFORMATION?

Lecella retains your California Recruitment Information for as long as needed or permitted in light of the purpose(s) for which it was obtained. Lecella maintains a records and information management program. The Lecella records and information management program establishes policies and procedures for the retention of records for an appropriate duration, including retention schedules for categories of records. Retention categories may include records which contain California Recruitment Information, such as identifiers, and professional or employment-related information. The length of time California Recruitment Information is retained will vary depending on the retention period of the category in which such information is contained. When establishing retention duration for retention categories, Lecella takes into consideration various criteria.

#### 5. EXERCISING YOUR RIGHTS

Subject to exceptions detailed in the California Privacy Law, as a California resident, you have the right to request: (i) deletion of your California Recruitment Information; (ii) correction of inaccurate California Recruitment Information; (iii) the right to know/ access the categories of California Recruitment Information that we collect about you, including the specific pieces of such information; and (iv) the right to know the categories of California Recruitment Information disclosed for business purposes.

If you are a California resident and wish to request the exercise of these rights as detailed above or have questions regarding California Recruitment Information collected or shared with third parties, please e-mail at [info@lecella.com](mailto:info@lecella.com)

When submitting your request, please include the specific nature of your request and reference "Your California Privacy Rights". Lecella may apply any exceptions or other

conditions available under law when responding to correction, deletion, or other requests.

We will not discriminate against you by offering you different pricing or products, or by providing you with a different level or quality of products, based solely upon this request.

**Authorized Agents.** To the extent that you elect to designate an authorized agent to make a request on your behalf, they must provide appropriate documentation including written signed permission from you, proof of your identity, and verification of their identity; or a valid, designated power of attorney as defined under the California Probate Code