

Concentrix
Job Applicant Privacy Notice for California Residents

Concentrix Corporation ("**Concentrix**" or "**we**" or "**our**") provides this job applicant privacy notice ("**Notice**") to explain our practices and purposes for collecting and using personal information pertaining to individuals who are residents of California and who are applicants for a job or jobs at Concentrix. This Notice considers the requirements of the California Consumer Privacy Act ("**CCPA**") and the California Privacy Rights Act ("**CPRA**") and is applicable to all individuals who are residents of California and act as job applicants to Concentrix.

The term "personal information" means any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular job applicant.

This Notice is effective as of January 1, 2023 and Concentrix may revise this Notice from time to time in accordance with applicable law.

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1. Scope

This Notice applies to you if you are a job applicant (including student) to Concentrix and a resident of California.

2. Categories of personal information

The following table provides a summary of categories of personal information we may collect that pertain to you.

Categories of Personal information we collect and use
<u>Category 1: General applicant information, such as:</u> Full name, academic title(s), gender, email address
<u>Category 2: Additional personal information, such as:</u> Former names; date and place of birth; marital status; private contact information (e.g., personal address, personal phone no.); photo; language skills; emergency contact information
<u>Category 3: Passport and similar information, such as:</u> *Passport number, *National ID/ *foreigner ID; social insurance number; health insurance / fund; *social security number; *driver license number; birth certificate; tax ID; nationality or citizenship; work permit information (e.g., type and status, valid until); student status
<u>Category 4: Contact Information, such as:</u> Number of dependents; other dependent details (e.g., name, date of birth, relationship, contact details, national ID, nationality or citizenship)
<u>Category 5: General job application and employment information, such as:</u> Applicant status (e.g., regular, temporary, limited), employment start date, educational background, professional experience and abilities (e.g., CV, former training), employment applications, previous work history, references, expected compensation, any correspondence with you (e.g. letter, emails); previous work history, including past employers and reasons for termination of employment; criminal background checks to the extent permitted by applicable law; declarations provided by job applicant (e.g., privacy consents, confidentiality agreements and undertakings);
<u>Category 6: Additional information you provide on voluntary basis, such as:</u> Information contained in documents you provide and statements you make during the job application process.

**Denotes where categories of sensitive personal information are processed*

Please note that Concentrix, might not collect all types of personal information in all categories of personal information listed in the table above in connection with the job application process. Some of the personal information will only be collected based on certain roles and responsibilities for jobs you might apply for, including roles and responsibilities related to specific client programs or departments. In any case, we will have processes in place to avoid collecting and using such personal information pertaining to you, for which such collection or use would not comply with applicable law.

We may collect the personal information directly from you (e.g., during the job application process, if you provide certain certificates or documents) or may obtain the personal information from authorized third parties (e.g., your references, public authorities or public resources) as permitted by applicable law.

3. Purposes for collecting and using personal information

Personal information for each of the categories of personal information listed in Section 2 may, to the extent necessary or appropriate, be used for the following purposes.

Purposes for collecting and using personal information	
Recruiting and Hiring activities, such as:	
Administering your recruitment and job application process, making a hiring decision (including assessing job qualifications and tracking candidates during the job application process, security assessments which may include criminal records and credit checks to the extent permitted by applicable law, and conducting interviews), and completing the hiring process in case you should be offered and accept a position with Concentrix (including activities related to on-boarding and the new hire process)	
Complying with applicable laws and employment-related requirements,	
including the administration of employment related requirements, such as employment and immigration laws	
Communicating with you, in connection with the job application process and, in case you should be offered and accept a position with Concentrix, activities related to on-boarding and the new hire process	

The provision of Recruiting Data and Sensitive Data as described in this Notice is partly a statutory requirement, partly a (pre-)contractual requirement under the terms of our recruiting website, and partly a requirement to carry out the recruitment and hiring process with you. In general, you are required to provide the Recruiting Data, except in limited instances when we indicate that certain information is voluntary. Not providing the Recruiting Data and Sensitive Data may prevent Concentrix from carrying out recruiting and hiring activities as they relate to you and may require Concentrix to terminate your application and cease consideration of you for potential employment with Concentrix.

4. Categories of Recipients

You should expect that we will transfer your Recruiting Data and Sensitive Data (especially with regard to Sensitive Data only as permitted by applicable law) to third parties for the Processing Purposes as follows, and at no point will Concentrix sell your personal information and / or sensitive personal information:

- **Within the Concentrix group:** Our parent entity, Concentrix Corporation (39899 Balentine Drive, Suite, Newark, California 94560, United States) and each of its affiliates and subsidiaries (Concentrix Corporation and each of its affiliates and subsidiaries, including us, referred to as a "**Concentrix Affiliate**"; collectively, the "**Concentrix Group**") within the global Concentrix Group may receive your personal data as necessary for the processing purposes set out above, in particular to conduct recruiting and hiring activities, and respond to and comply with requests and legal demands.
- **With certain acquiring or acquired entities:** If Concentrix, being the entity for which you are seeking employment, is sold or transferred in whole or in part or if the Concentrix Group is acquiring and integrating another entity into Concentrix, being the entity for which you are seeking employment, (or any similar transaction is being contemplated), your personal data will be transferred to the other entity (e.g., the new potential employer, the new acquired entity, or potential new acquired entity) prior to the transaction (e.g., during the diligence phase) or after the transaction, subject to any rights provided by applicable law, including jurisdictions where the other entity is located.
- **With data processors:** Certain third party service providers such as IT support or HR support providers, whether affiliated or unaffiliated, will receive your personal data to process such data under appropriate instructions ("**Processors**") as necessary for the Processing Purposes, in particular to conduct recruiting and hiring activities, comply with applicable laws and employment-related requirements, and other activities. The Processors will be subject to contractual obligations to implement appropriate technical and organizational security measures to safeguard the personal data, and to process the personal data only as instructed.

Any access to your personal data is restricted to those individuals that have a need-to-know in order to fulfill their job responsibilities. Concentrix will also disclose your personal data as required or permitted by applicable law to legal or business consultants, governmental authorities and courts.

5. Retention Period

Your personal data is stored strictly to the extent necessary for the performance of our obligations and strictly for the time necessary to achieve the purposes for which the personal data is collected, in accordance with applicable data protection laws. When Concentrix no longer needs to use your personal data, we will remove it from our systems and records and/or take steps to properly anonymize it so that you can no longer be identified from it (unless we need to keep your personal data to comply with legal or regulatory obligations to which Concentrix is subject).

Further details can be found in our Retention Policy. Please contact us as stated in Section 8 below for further information.

6. Your Rights

Right to withdraw your consent: If you have declared your consent regarding certain types of processing activities, you can withdraw this consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal. You can withdraw your consent by contacting the Concentrix Data Protection Office as follows DPO@Concentrix.com.

Additional data privacy rights: Pursuant to applicable data protection law, you have the right to: (i) request to know what information is being collected; (ii) request correct inaccurate information of your personal data; (iii) request erasure of your personal data; (iv) request to know what information is being shared and to the category of recipients, (v) Right to limit sharing of personal and sensitive personal information.

- **Right to request access to your personal data:** As provided by applicable data protection law, you have the right to obtain from us confirmation as to whether or not personal data concerning you is processed, and, where that is the case, to request access to the personal data. The access information includes – inter alia – the purposes of the processing, the categories of personal data concerned, and the recipients or categories of recipients to whom the personal data have been or will be disclosed. However, this is not an absolute right and the interests of other individuals may restrict your right of access. You also have the right to obtain a copy of the personal data undergoing processing free of charge. For further copies requested by you, we may charge a reasonable fee based on administrative costs.
- **Right to request rectification:** As provided by applicable data protection law, you have the right to obtain from us the rectification of inaccurate personal data concerning you. Depending on the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
- **Right to request erasure (right to be forgotten):** As provided by applicable data protection law, you have the right to obtain from us the erasure of personal data concerning you and we may be obliged to erase such personal data.
- **Right to request restriction (sharing) of processing:** As provided by applicable data protection law, you have the right to obtain from us and we may be obliged to restrict the processing of your personal data. In this case, the respective personal data will be marked and may only be processed by us for certain purposes. As Concentrix processes and uses your personal data primarily for purposes of

carrying out the hiring relationship with you, Concentrix will in principle have a legitimate interest for the processing which will override your restriction request, unless the restriction request relates to marketing activities. Concentrix will not sell your personal or sensitive personal information.

To exercise your rights please contact us as stated in Section 7 below.

7. Questions

If you have any questions about this Notice please contact Concentrix's Data Privacy Office at DPO@concentrix.com.