

PRIVACY NOTICE

FOR CALIFORNIA JOB APPLICANTS

EFFECTIVE JANUARY 2025 (AS AMENDED)

1. INTRODUCTION

The purpose of this Privacy Notice (“**Notice**”) is to inform individuals who inquire about and/or apply for employment with Morgan, Lewis & Bockius LLP (“**the Firm**” or “**we**” or “**us**”) of the categories of Personal Information (defined below) that we may receive from applicants and the purposes for which we may use such Personal Information. This Notice is intended to comply with all applicable laws, such as the California Consumer Privacy Act, as amended by and together with the California Privacy Rights Act (CCPA). If any provision below conflicts with a legal requirement, then the Firm will comply with the applicable law. Please also review our [Global Privacy Policy](#), which is incorporated by reference into this Notice.

2. COLLECTION & USE

The Firm receives, uses, and discloses Personal Information about job applicants for business purposes only and consistent with applicable laws. Where the Firm discloses Personal Information to third parties, it does so for the same business purposes described below and, where appropriate, requires that such parties maintain its confidentiality and maintain appropriate systems and processes to ensure its security and protection.

We may receive and use the following categories of Personal Information about you when you inquire about and/or apply for employment at the Firm:

CATEGORY OF PERSONAL INFORMATION	HOW WE USE IT
Identifiers: your name, home and work postal address, personal and work telephone numbers, personal and work email addresses, or other similar identifiers.	We will use this information to open and maintain applicant records and communicate with you regarding your interest in a job opportunity with us, your application for employment, or updates on your candidacy.
Job-related information and qualifications: such as position applied for, work experience, education, awards, qualifications, certificates, licenses, financial relationships, and any other information you choose to provide in your resumes and/or applications.	We will use this information to assess your suitability for a position at the Firm and to determine any actual or potential conflict of interest. <u>Additional Sources of Personal Information:</u> Third-party references, credit agencies, or entities verifying work authorization.
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 will use this information to determine your eligibility to work, applicable benefits, financial draws/taxes, and fulfill our obligations to relevant government authorities. <u>Additional Sources of Personal Information:</u> Third-party entities verifying work authorization.

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CATEGORY OF PERSONAL INFORMATION	HOW WE USE IT
<p>Travel-related records: such as frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel or other similar information.</p>	<p>We will use this information to arrange or reimburse travel where you require travel to interview with us or in connection with your candidacy for employment, contact you during travel, as necessary with travel service providers, or in an emergency.</p>
<p>Results of background checks and screening: such as education verification and criminal records and driver's license checks.</p>	<p>We will use this to determine your suitability for certain job roles (to the extent permitted or required by law).</p> <p><u>Additional Sources of Personal Information:</u> Third-party entities that conduct and report on background checks and screening.</p>
<p>References: such as opinions and comments of any previous employers.</p>	<p>We will use this to determine your suitability for certain job roles. References will only be contacted if you give us permission to do so.</p> <p><u>Additional Sources of Personal Information:</u> Third-party references.</p>
<p>Sensitive personal information, insofar as necessary and legally permitted, such as Social Security, driver's license, state identification, passport number, or your race, ethnicity, and gender.</p>	<p>We will use this information, which you would provide only on a voluntary basis, so that we may conduct equal opportunity and diversity monitoring and reporting where permitted or required by law.</p> <p><u>Additional Sources of Personal Information:</u> Third-party references, credit agencies, or entities verifying work authorization.</p>

The Firm may process your Personal Information using (1) cloud services and (2) artificial intelligence (including portable models) in a closed, proprietary environment. Such cloud and artificial intelligence services may be hosted in the United States (US), United Kingdom (UK), and/or other countries, including those that do not provide the same level of data protection as the jurisdiction in which you reside. The Firm will exercise due diligence in its selection of these services and will ensure that adequate technical and organizational security measures are in place to safeguard your Personal Information through use of these services.

3. ADDITIONAL PURPOSES FOR USING PERSONAL INFORMATION

In addition to the uses set forth above, we may use and share the categories of Personal Information identified:

- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, or other misconduct.
- To seek advice from lawyers, auditors, and other professional advisers.
- To comply with the law or respond to compulsory legal processes (such as a search warrant or court order), in response to an investigation or request for information from a regulator or governmental authority, or in the course of actual or anticipated litigation or otherwise for legal purposes (i.e., to other law firms, courts, or government authorities).

4. SENSITIVE PERSONAL INFORMATION

Your sensitive personal information will not be used for any additional purposes that are incompatible with the purposes listed above unless we provide you with notice of those additional purposes.

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5. NO SALE OF PERSONAL INFORMATION

We do not sell your personal information or your sensitive personal information, nor do we share it with third parties for cross-context behavioral advertising.

6. RECORD RETENTION

We may retain your personal information for as long as necessary to fulfil the purpose for which it was collected or to comply with legal or regulatory requirements. We strive to retain your personal information no longer than is reasonably necessary to carry out the purposes listed in this Notice or as required by law. We generally retain your personal information for up to 7 years following the end of your services or other business relationship in accordance with applicable law.

7. YOUR PRIVACY RIGHTS

The Firm complies with laws and regulations that permit certain requests related to your data in our files, including, but not limited to, the CCPA. The CCPA provides California residents with the following rights regarding their Personal Information:

- The right to know what personal information we have collected, used, disclosed, and sold 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 the Firm discloses personal information, and the specific pieces of personal information the Firm has collected about you.
- The right to correct inaccuracies in your personal information, taking into account the nature of the personal information and the purposes of the processing.
- The right to request deletion of personal information we have collected from you.

You may exercise these rights by contacting the Firm as described in the "Questions" section below. You may also designate an authorized agent to make a request on your behalf by contacting us as described below. In order to protect your data from unauthorized access or alteration by third parties, all requests regarding your personal information will be subject to verification of the identity of the requesting individual. We endeavor to respond to a verifiable request within forty-five (45) days of its receipt. If we require more time (up to forty-five (45) days), we will inform you in writing.

8. CONTACT US

If you have any questions about this Notice, or to request this Notice in another format, please contact MLPrivacyOffice@morganlewis.com.