

Curriculum Associates®

Applicant Data Privacy Notice

Effective Date: January 1, 2020.

Curriculum Associates, LLC is providing this notice to all job applicants to provide more transparency about our data collection and usage practices. This notice is required to be provided in connection with a newly-enacted privacy statute in California, the California Consumer Privacy Act of 2018, or “CCPA.” However, consistent with our organization’s emphasis on transparency, we are providing this notice to all of our applicants, not just those in California that are impacted by the CCPA.

This notice applies to information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with you or your household (“personal information”). Personal information does not include publicly-available information and certain other information that is regulated by other applicable laws.

Your Rights.

Right to Know

You have the right to request that Curriculum Associates provide you with information about our collection and disclosure of your personal information during the prior twelve months. Upon our receipt of your verified request, we will provide you with the following:

- The categories of personal information we have collected about you;
- The sources of this personal information;
- Our purpose for collecting your personal information;
- The third parties with whom we have shared your personal information, and;
- The specific pieces of personal information we have collected about you.

Right to Opt-Out

We do not sell your personal information. However, we are required by statute to let you know that you have the right to opt-out of the sale of your personal information if we ever engage in such activity.

Right to Delete

You have the right at any time to request that we delete your personal information collected during the preceding twelve-month period. However, please note that we may not be able to delete all or some of your personal information if we require it for certain business purposes or to comply with certain laws.

Right to Non-Discrimination

We will not make any adverse hiring decisions based on your exercise of your rights under the CCPA.

Information We Collect.

We may have collected the following categories of personal information from you in the last twelve (12) months:

- **Identifiers** (e.g., name, address, phone number, email, and other contact details).
- **Personal Information described in Cal. Civ. Code § 1798.80(e)** (e.g., name, signature, employment history, identification details, financial information).
- **Protected classification characteristics under California or federal law** (e.g., age, race, marital status, veteran status, if provided by the applicant).
- **Internet and other network activity information** (e.g., prior application submissions, communications logged in Jobvite)
- **Professional or employment-related information** (we collect information such as title/position and work history).
- **Non-public education information** (college transcripts may be requested during hiring process for new graduates).

Our sources for the above categories of personal information:

- We receive this information directly from you or from third parties to whom you have provided such information.

Our business purposes for collecting the above categories of personal information:

- To administer and improve our hiring process, including verifying your qualifications and eligibility to work in the United States;
- To advance or defend CA's legal rights;
- In connection with our compliance with applicable laws;
- For internal reporting on performance and benchmarking purposes, including reporting to our investors;
- As described to you when collecting your personal information and/or to fulfill or meet the reason for which the information is provided.

We may engage certain trusted third parties to perform functions and provide services to us, including hosting and maintenance, error monitoring, debugging, security and performance monitoring, database storage and management, or other services. We may share your personally identifiable information with these third parties, but only to the extent necessary to perform these functions and provide such services. We also require these third parties to maintain the privacy and security of the personally identifiable information they process on our behalf.

Contact Information

To submit a request to exercise any of your rights, please submit your request to privacy@cainc.com or (800) 225-0248. We will evaluate the request and take action where required to do so.

Depending on the nature of your request, we may have to verify your identity when you contact us.

We endeavor to respond to your request as soon as we can. If we are not able to respond to your request within forty-five days, we will let you know that we may require additional time (up to ninety days overall).

We are not able to respond to more than two “Right to Know” requests from a given person in any twelve-month period.