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# Job Applicant Privacy Notice

## Our Privacy Commitment

Abacus Wealth Partners, LLC (“Abacus” “we” “us” or “our”) is committed to respecting the privacy rights and concerns of our job applicants. We have established and implemented this Privacy Notice to inform you about how we use and protect the information we collect about applicants. This Privacy Notice is effective as of the date set forth above and covers our collection, use, and disclosure of information we collect.

This Privacy Notice answers the following questions:

- What information do we collect about you and how do we use it?
- How do we use the information you give us?
- What rights do I have as an applicant of Abacus?

## What information do we collect about you and why?

### *Why we need your information.*

As a job applicant, we need your personal information to perform certain basic functions necessary and typical in the regular scope of recruitment and hiring, such as determining if you live in the job's required service area, assessing the competitive nature of your qualifications and contacting you.

Other information that we collect such as interview notes and job assessment, support our hiring decisions and help us improve our applicant experience.

### *What information we collect.*

We collect all the information that you provide us in the course of the application and interview processes. This information is supplied through your job application and other documents you provide to us when you apply, and are being considered for hire. To help you manage your personal information, we also provide this chart as laid out below, which outlines the categories and examples of the information that we collect from you, how we collect it, and how it is used. To the extent that you have a relationship with Abacus outside of employment, we may collect additional information subject to our Privacy Policy located at <https://abacuswealth.com/legal/>.

# JOB APPLICANT PRIVACY NOTICE

CATEGORY	EXAMPLES	HOW WE COLLECT THIS	HOW WE USE THIS
Identifiers	A real name, alias, postal address, unique personal identifier, online identifier, email address, or other similar identifiers.	We collect this information through your résumé and job application documents.	We use this information to know who you are. We may also use information, such as your personal or external email addresses, in order to contact you if needed.
Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))	Name, signature, address, telephone number, education, employment, employment history.	We collect this information through your résumé and job application documents.	We use this information to know who you are. We may also use certain information, such as your phone number or address to contact you, if needed. We may also use your signature to memorialize or indicate your consent on agreements between you and Abacus.
Sensitive Personal Information	Precise geolocation.	We collect this information through your job application documents and through informal observation by our Human Resources team or communication between you and our Human Resources team.	To the extent that we collect information regarding your home address location, this information will only be used for the purposes of determining qualification for jobs that have an in-office requirement.

We may update this list from time to time in the event that we need to collect new categories of personal information, or need to use your personal information for a reason not specified above. Note that we keep this personal information as required by law.

## What information we disclose.

We do not sell job applicant information. However, to give you a better idea of how and with whom your information may be shared, please see the below:

CATEGORY	EXAMPLES	HOW WE COLLECT THIS	HOW WE USE THIS
Identifiers	Name, alias, postal address, unique personal identifier, online identifier, email address, or other similar identifiers.	We collect this information through your résumé and job application documents.	We may share this information with internal hiring managers so that they know who you are and what your unique qualifications include.
Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))	A name, signature, address, telephone number, education, employment, employment history.	We collect this information through your résumé and job application documents.	We may share this information with internal hiring managers so that they know who you are and what your unique qualifications include.
Sensitive Personal Information	Precise geolocation.	We collect this information through your job application documents and through informal observation by our Human Resources team or communication between you and our Human Resources team.	We may share this information with internal hiring managers. To the extent that we share information regarding your home address location, this information will only be used for the purposes of determining qualification for jobs that have an in-office requirement.

## What rights do I have as a job applicant of Abacus?

### *California Privacy Rights*

If you are a resident of the State of California, you have certain rights under the California Consumer Privacy Act of 2018 (CCPA).

**(a)** Disclosure of Personal Information We Collect About You. You have the right to know:

- The categories of personal information we have collected about you, including sensitive personal information;
- The categories of sources from which the personal information is collected;
- Our business or commercial purpose for collecting, selling, or sharing personal information;
- The categories of third parties with whom we share personal information, if any; and
- The specific pieces of personal information we have collected about you.

Please note that we are not required to:

- Retain any personal information about you if, in the ordinary course of business, that information about you is not retained;
- Reidentify or otherwise link any data that, in the ordinary course of business, is not maintained in a manner that would be considered personal information; or
- Provide the personal information to you more than twice in a 12-month period.

**(b)** Disclosure of Personal Information Sold, Shared, or Disclosed for a Business Purpose. In connection with any personal information we may sell, share, or disclose to a third party for a business purpose, you have the right to know:

- The categories of personal information about you that we have sold or shared and the categories of third parties to whom the personal information was sold or shared; and
- The categories of personal information that we have disclosed about you for a business purpose and the categories of persons to whom the personal information was disclosed for a business purpose.

**(c)** Right to Opt-Out of the Sale or Sharing of Personal Information. You have the right to opt-out of the sale or sharing of your personal information. You may opt-out by filling out [this form](#).

**(d)** Right to Limit Use and Disclosure of Sensitive Personal Information. You have the right to opt-out of the use and disclosure of your sensitive personal information, unless subject to an exception.

**(e)** Right to Deletion. Subject to certain exceptions set out below, on receipt of a verifiable request from you, we will:

- Delete your personal information from our records;
- Direct any service providers to delete your personal information from their records; and
- Direct third parties to whom the business has sold or shared your personal information to delete your personal information unless this proves impossible or involves disproportionate effort.

Please note that we may not delete your personal information if it is necessary to:

- Complete the transaction for which the personal information was collected, provide a good or service requested by you, or reasonably anticipated within the context of our ongoing business relationship

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with you (for example, in the employee-employer context), or otherwise perform a contract between you and us;

- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity; or prosecute those responsible for that activity;
- Debug to identify and repair errors that impair existing intended functionality;
- Exercise free speech, ensure the right of another consumer to exercise his or her right of free speech, or exercise another right provided for by law;
- Comply with the California Electronic Communications Privacy Act;
- Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when our deletion of the information is likely to render impossible or seriously impair the achievement of such research, provided we have obtained your informed consent;
- Enable solely internal uses that are reasonably aligned with your expectations based on the your relationship with us;
- Comply with an existing legal obligation; or
- Otherwise use your personal information, internally, in a lawful manner that is compatible with the context in which you provided the information.

**(f)** Right to Correction. You have the right to request correction of inaccurate personal information maintained by us about you. Upon receipt of a verifiable request from you, we will use commercially reasonable efforts to correct the inaccurate personal information.

**(g)** Protection Against Discrimination. You have the right to not be discriminated against by us because you exercised any of your rights under the CCPA. This means we cannot, among other things:

- Deny goods or services to you;
- Charge different prices or rates for goods or services, including through the use of discounts or other benefits or imposing penalties;
- Provide a different level or quality of goods or services to you; or
- Suggest that you will receive a different price or rate for goods or services or a different level or quality of goods or services.

### *How to Exercise Your Rights*

If you would like to exercise any of your rights as described in this Privacy Policy, you may do so by one of the following methods:

- Calling us at (888) 422-2287 or
- Contacting us at [privacy@abacuswealth.com](mailto:privacy@abacuswealth.com)

Please note that you may only make a data access or data portability disclosure request twice within a 12-month period.

Verifying Your Identity. If you choose to contact us directly, you will need to provide us with:

- Enough information to identify you (e.g., your full name, address and / or employee number); and
- A description of what right you want to exercise and the information to which your request relates.

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We are not obligated to make a data access, deletion, correction or data portability disclosure if we cannot verify that the person making the request is the person about whom we have collected information or is someone authorized to act on such person's behalf.

Any personal information we collect from you to verify your identity in connection with your request will be used solely for the purposes of verification.

## Updates

This Privacy Notice may be updated from time to time, as new information is collected or information is being used for different purposes. We will post a copy of our Privacy Notice in a publicly accessible location, and may elect to issue a copy to each applicant.

## Acknowledgement

Acknowledgement of this notice is indicated by the submission of your application and includes that you have received access to Abacus's Job Applicant Privacy Notice, that you have read the Privacy Notice and agree to be bound by its terms.