



## Recruiting Privacy Notice

California law requires that we provide you this notice about the collection and use of your personal information. We encourage you to read it carefully. Upon request, this document can be made available in alternative formats.

Effective Date: January 1, 2022

### **Introduction**

This notice (“Notice”) describes the categories of personal information that Shartsis Friese LLP (“Firm”, “we”, “us” and “our”) collects about California residents who apply or are recruited for a job with us (“candidates”), and the purposes for which we use that information. For purposes of this Notice, “personal information” has the meaning given in the California Consumer Privacy Act of 2018 (the “CCPA”) but excludes information exempted from the CCPA’s scope.

This Notice does not create or form part of any contract for employment or otherwise.

If you have questions about this Notice, please contact

[compliance-team@sflaw.com](mailto:compliance-team@sflaw.com)

Shartsis Friese LLP  
One Maritime Plaza, Suite 1800  
San Francisco, CA 94111  
(415) 421-6500

### **Information we Collect About Candidates**

*Personal information collected:* The categories of personal information we may collect and process during the application and recruitment process include:

- contact information, such as home address, telephone number, and email address;
- information from job application materials or recruiters, such as your job application, resume or CV, cover letter, references, education history, work history, whether you are subject to prior employer obligations, and information that referrers provide about you;
- professional qualifications, such as licenses, permits, memberships, and certifications;
- information from the application process, such as any phone-screens, interviews, evaluations and outcomes of take home tests and other recruiting exercises;

- immigration status and other information that would allow us to verify your employment eligibility;
- biographical information, such as name, gender, date of birth, professional history, references, language proficiencies, education details, and information you make publicly available through job search or career networking sites;
- employment history;
- background check information, such as information necessary to complete background, credit, and/or other checks when permitted by law, and information received during these checks;
- information needed to understand and assess accommodation requests regarding potential disabilities or other health conditions; and
- other personal information you provide to us.

Providing personal information to us is voluntary. However, if you do not provide sufficient information, we may be unable to consider your application. And some personal information is required to hire individuals. Our practices with respect to employees is addressed in the employee privacy statement. In certain cases we may ask you for additional information for purposes of complying with applicable laws. We may also inquire about criminal records. We will do so to the extent permitted by California law.

*Sources of personal information:* We collect personal information from you when you apply for a job and throughout the job application or recruitment process. We may also collect your personal information from other sources and combine it with the personal information you provide us. For example, we may collect your personal information from:

- job board websites you may use to apply for a job with us;
- prior employers that provide us with employment references;
- professional references that you authorize us to contact;
- pre-employment screening services, such as background check providers (where permitted by California law);
- employment agencies and recruiters;
- your educational institutions;
- your public social media profile or other publicly-available sources;
- online activity information that we and our service providers collect using server logs, “cookies” and similar technologies on the Careers Site. Please see our website Privacy Policy for more information; and
- other Firm personnel.

## **How we Use Personal Information About Candidates**

We may use the categories of personal information above for the following purposes:

- operating the careers website we maintain <https://www.sflaw.com/about-us/careers/> or any other site to which this Notice is posted (“Careers Site”);
- recruiting, interviewing, and evaluating job candidates;
- conducting background checks and other pre-employment screening (where permitted by law);
- analyzing and improving our application and recruitment processes;
- accommodating disabilities or health conditions;
- communicating with you regarding your candidacy, opportunities with the Firm or about the Careers Site and any changes to applicable terms or policies;
- other business operations;
- complying with or monitoring compliance with legal and other requirements, such as reporting and equal opportunities monitoring requirements, where applicable;
- complying with internal policies and procedures;
- complying with lawful requests and legal process, such as responding to subpoenas or requests from government authorities;
- protecting our, your, or others’ rights, safety and property;
- investigating and deterring against fraudulent, harmful, unauthorized, unethical, or illegal activity, or conduct in violation of our policies or procedures;
- sharing information with government authorities, law enforcement, courts, or private parties where we have a good-faith belief it is necessary for any of the foregoing purposes, and
- creating anonymous, aggregated, or de-identified data that we use and share to analyze our application and recruitment activities, business, and for other lawful business purposes.

We may share your personal information with other parties as necessary for the purposes described above. For example, we may share your personal information with the following entities:

- Companies that provide us with services that help us manage the recruiting process and operate our business, such as services related to: job boards, recruiters, interviewing and testing, pre-employment screening, interview travel booking and expense reimbursement, relocation, and recruitment analytics.

- Government authorities, law enforcement, courts, and others as described in the compliance, safety and fraud prevention section above.
- Parties to transactions and potential transactions whereby we sell, transfer or otherwise share some or all of our business or assets, including your personal information, such as a corporate divestiture, merger, consolidation, acquisition, reorganization or sale of assets, or in the event of bankruptcy or dissolution.
- Lawyers, immigration advisors, and other outside professional advisors.
- Customers, other companies and individuals with whom the Firm does business or is exploring a business relationship.

**Other Information about this Notice**

*Third parties:* This Notice does not address, and we are not responsible for, the practices of any third parties, which have their own rules for how they collect and use your personal information. Our links to third party websites or services are not endorsements.

*Changes to this Notice:* We reserve the right to change this Notice by posting a new version of this notice on this site. The “Effective Date” heading at the top of this Notice indicates when it was last revised. Any changes will become effective when we post the revised notice on our Careers Site.

*Children:* The Careers Site is not intended for minors under the age of 18. If you are a parent or guardian with questions, please contact us as described above.