

Fenwick & West LLP California Consumer Privacy Act (“CCPA”)

Applicant Privacy Notice

SCOPE

This Privacy Notice applies to personal information of employees and job applicants that Fenwick & West LLP (the “**Firm**”) collects and processes in the course of our human resources operations, from submission of an application, throughout the course of an individual’s employment, and following employment (collectively, “**Human Resources Operations**”).

The terms “**Firm**,” “**we**,” “**us**,” and “**our**” include the Firm and our affiliates and subsidiaries. This Privacy Notice explains the kinds of information we may collect and how we intend to use and share that information.

PERSONAL INFORMATION WE COLLECT

The personal information we collect may include (a) identification and contact information, such as name, address, phone number, email address, date of birth, passport number, driver’s license number, Social Security number or other government-issued identification number; (b) employment history; (c) education and professional qualifications, employee compensation, financial information related to credit checks, bank details for payroll, information that may be recorded on a resume/CV or application form, language abilities, contact information of third parties in case of an emergency and beneficiaries under any insurance policy.

We may also collect sensitive personal information such as details of health and disability, including medical information, health insurance information, mental health, medical leave, and maternity leave; information about national origin, immigration status, and other characteristics of protected classifications under California or federal law; and optional demographic information such as race or veteran status, which helps us achieve our diversity goals.

We may collect or receive information about you from other sources, including through third party services and organizations, to supplement information provided by you. For example, where permitted by law, we may utilize consumer reporting agencies to conduct background checks on you prior to your employment with the Firm. Personal information provided to us by CRA allows us to verify information that you have provided to the Firm.

Use of Firm Information Technology Systems and Networks. The Firm may collect certain information automatically through the course of your employment, such as your Internet protocol (IP) address, inferred location based on your IP address or activities, device identifiers associated with your computer or device, mobile carrier and related information, activity logs, and other information about activities you engage in through the use of Firm property, equipment, accounts, systems and/or networks.

The Firm may monitor and review, and there is no expectation or right of privacy in connection with, employee use of Firm equipment, accounts, information technology systems and networks, including its phone networks, computer networks, including those used to access the Internet, videoconferencing systems and other Firm-provided electronic communications tools. The Firm may access and review electronic files, messages, and emails sent or stored on its information technology systems, including accounts, computers and devices provided to employees.

HOW THE FIRM YOUR INFORMATION

We collect and utilize personal information, and share it with third parties, only for legitimate business purposes, including in connection with the following:

- To communicate with you about the application process and/or your application;
- To assess your suitability, aptitude, skills, qualifications, and interests for employment with the Firm;
- To assist you with obtaining an immigration visa or work permit (where required and requested by you);
- To take steps at your request prior to entering into an employment contract with you (for example, after we have sent you an offer, we need to process certain personal information in order to enter into and then perform the contract of employment);
- Workflow management, including assigning, managing and administering projects;
- Personnel administration and communication;
- Payroll and the provision of benefits;
- Compensation, including bonuses and long-term incentive administration, compensation analysis, including monitoring overtime and compliance with labor laws, and Firm recognition programs;
- To protect our legitimate interests as a Firm (for example, fraud prevention, network and information security);
- Job grading activities;
- Performance and employee development management;
- Organizational development and succession planning;
- Benefits and personnel administration;

- Absence management;
- Helpdesk and IT support services;
- Internal and/or external or governmental compliance investigations;
- Internal or external audits;
- Where it is necessary for the establishment, exercise, or defense of legal claims;
- Diversity and inclusion initiatives;
- Restructuring and relocation;
- Emergency contacts and services;
- Employee safety;
- To comply with our legal obligations;
- Processing of employee expenses and travel charges;
- Acquisitions, divestitures, and integrations; and
- As you otherwise agree or consent.

POTENTIAL DISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES

We Use Vendors and Service Providers. We may share any information we receive with vendors and service providers. The types of service providers to whom we entrust personal information include service providers for: (i) provision of IT and related services; and (ii) processing to maintain our Human Resources Operations.

Affiliates and Subsidiaries. The Firm may share personal information with our affiliates and subsidiaries and successors for legitimate business purposes.

Displaying to Other Individuals. If you post personal information on Intra-Firm hosted sites (e.g. Firm Intranet Services), such information will be accessible to other Firm personnel.

Disclosures to Protect Us or Others. We may access, preserve, and disclose your personal information if we believe doing so is required or appropriate to: (i) comply with law enforcement or national security requests and legal process, such as a court order or subpoena; (ii) protect your, our, or others' rights, property, or safety; (iii) to enforce Firm policies and contracts; (iv) to collect amounts owed to us; (v) when we believe disclosure is necessary or appropriate to prevent financial loss or in connection with an investigation or prosecution of suspected or actual illegal activity; or (vi) if we, in good faith, believe that disclosure is otherwise necessary or

advisable.

DATA RETENTION

The Firm retains the personal information we receive as described in this Privacy Notice for as long as necessary to fulfill the purpose(s) for which it was collected, carry out our Human Resources Operations, resolve disputes, establish legal defenses, conduct audits, pursue legitimate business purposes, enforce our agreements, and comply with applicable laws.

CHANGES TO OUR PRIVACY NOTICE AND PRACTICES

We may modify this Privacy Notice from time to time in our sole discretion, and we will notify you in the event we implement material changes. If we would like to use your previously collected personal information for different purposes than those we notified you about at the time of collection, we will provide you with a new notice and, where required by law, seek your consent, before using your personal information for a new or unrelated purpose. You understand and agree that you will be deemed to have accepted the updated Privacy Notice if you continue your employment with the Firm after the new Privacy Notice takes effect. If at any point you do not agree to any portion of the Privacy Notice in effect, you must immediately contact Human Resources.

CONTACT US

If you have any questions about our privacy practices or this Privacy Notice, please contact the Firm's Human Resources Department:

Fenwick & West, LLP
Attn: Human Resources
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