



## **CALIFORNIA JOB APPLICANT PRIVACY NOTICE**

### **1. OVERVIEW**

We recognize the importance of your privacy and maintaining the confidentiality of information that may be used, directly or indirectly, to identify you (“Personal Information”). This California Job Applicant Privacy Notice (“Privacy Notice”) describes how Rise Baking Company (“we”, “us”, “our” or “Rise”) may collect, use, disclose, protect and retain Personal Information of job applicants shared with us and/or which may be collected by Rise during the application or recruitment process. This Privacy Notice describes our business purposes in using your Personal Information and applies to job applicants residing in California.

### **2. CATEGORIES OF PERSONAL INFORMATION WE COLLECT**

In the past twelve months, we have collected the following types of professional and/or employment Personal Information about you in connection with the application and recruitment process (as further described below):

- Personal identifiers, such as your name, preferred name, postal address, telephone number, online identifier (i.e., social media handles), email address, Social Security number, driver’s license number, passport number, date of birth, signature, state identification card number and employee number where currently employed by Rise.
- We may collection additional information for the purposes of performing a background check as permitted by applicable law.
- Professional or employment-related information, such as your job application or resume, employment history, employment contract, references, information about skills and abilities, accomplishments and awards, training and development information, type of employment sought or other job preferences, including how you heard about the position.
- Non-public education information, such as your education history, education records (such as grades, transcripts, and class lists) and other information included in your resume or cover letter.
- Internet, device or electronic network activity information such as: Internet Protocol (IP) address and/or domain; type and version of Internet browser software and operating system you use; date, time, and duration of your website access; specific pages, buttons, images, videos, links, or forms that you access while visiting the website; type of device (e.g. iPad, iPhone, Android); mobile carrier and/or Internet Service Provider; country of origin of your computer and the language(s) used by it.

- We also may collect personal information included in job interview notes, responses to screening questions, assessment results and any other information you provide in connection with the recruitment process.

In many instances, the provision of the Sensitive (special) Personal Information listed above is voluntary. We will let you know when that is the case, and if you decide not to share this information with us, not doing so will not impact your application. More broadly, the provision of your Personal Information is both a contractual and statutory obligation and is voluntary, but in certain instances, we will not be able to process your application for employment without the requested Personal Information.

### 3. SOURCES OF COLLECTION

We collect Personal Information in the following ways, pursuant to applicable law:

- **Directly from you:** We collect personal information you voluntarily provide to us when you apply to Rise or when you otherwise contact us.
- **Other sources:** from prior employers, employment or recruitment agencies, pre-employment screening and background check services, credentialing and licensing organizations, educational institutions, and your references.
- **Publicly available sources:** from public sources such as public social media profiles on LinkedIn, X (f.k.a. Twitter) or Facebook, when permitted by law.

If you provide to us any Personal Information relating to third parties, such as your reference(s), it is your responsibility to ensure that information you submit does not violate any third party's rights and that you have obtained approval from that individual to provide information to us. In addition, you agree to promptly inform the human resources department if any of your Personal Information is no longer accurate or up to date.

### 4. PURPOSES OF PROCESSING PERSONAL INFORMATION

We use your Personal Information for the following business purposes ("Processing Purposes") associated with the administration of your employment application with us and our general business operations:

- Recruiting and staffing activities, including assessing your skills, qualifications, and interests against our career opportunities, and communicating with you regarding career opportunities;
- Complying with applicable laws, including pre-employment-related requirements (including certain diversity and inclusion reporting and making workplace accommodations); and
- Conducting security, background, and health screenings, to the extent permitted and in accordance with applicable law.

### 5. DISCLOSURES OF PERSONAL INFORMATION

Rise may disclose all categories of the Personal Information listed above to the following parties for the Processing Purposes identified above:

- **Within Rise.** We may disclose information to other affiliates and subsidiaries in the course of our normal business operations.
- **Customers and Third Party Business Partners.** As necessary in connection with business operations, Personal Information may be disclosed to customers and other third parties.
- **Service Providers.** As part of normal business operations, Rise may disclose Personal Information to third-party service providers, including in connection with our recruiters, pre-employment screening services, background check providers and others.
- **Government Entities or Regulators.** Rise may also disclose Personal Information to governmental agencies and regulators (e.g., tax authorities, social security administration), external advisors (e.g., lawyers, accountants, and auditors), courts and other tribunals, and government authorities, to the extent required or permitted by applicable law.
- **Other Disclosures with Your Consent.** We may ask if you would like us to disclose your Personal Information with other unaffiliated third parties who are not described elsewhere in this Privacy Notice.
- **Business Transactions.** In the event of mergers, reorganizations or similar corporate restructuring activities, we may disclose information with that company. In some instances, this may include your Personal Information.

## 6. RETENTION PERIOD

Rise will retain your Personal Information, including Sensitive Personal Information, only for as long as it is necessary to fulfill the above-mentioned Processing Purposes, or as required to comply with applicable legal requirements. We consider the following criteria to determine the appropriate retention period for your Personal Information: the nature and sensitivity of the data, the potential risk of harm from unauthorized use or disclosure, the purposes for which we process the data, and applicable legal requirements. When we no longer need to use your Personal Information and/or we are no longer required by applicable law to retain Personal Information, we will remove it from our systems and records and/or take steps to properly render it anonymized so that you can no longer be identified from it. If Personal Information is needed for a legal claim, Rise will retain this data for as long as the issue is active and up to the time when the statute of limitations has expired.

## 7. CONFIDENTIALITY AND SECURITY

Your Personal Information held by Rise will be kept confidential in accordance with applicable Rise policies and procedures. We have put in place reasonable technical and organizational security measures that are designed to protect your Personal Information from loss or unauthorized disclosure.

## 8. YOUR RIGHTS & CHOICES

You have certain rights regarding your Personal Information as detailed below:

- **Access and Portability:** You have the right to request access to Personal Information we hold about you. Specifically, you have the right to request access to information about the categories of Personal Information concerned and categories of recipients to whom the Personal Information has been or will be disclosed, and the sources from which we receive that Personal Information among other information. You generally have the right to receive

this Personal Information, in a structured, commonly used, and machine-readable format so you can transmit this Personal Information to another entity.

- ii. **Correction:** You have the right to request correction of inaccurate Personal Information we may have about you.
- iii. **Deletion:** You have the right to request that we delete your Personal Information.
- iv. **Opt out of the sale or sharing of Personal Information:** We do not currently, nor have we in the preceding 12 months, sold or shared (in this context, share means use of your Personal Information for cross-contextual behavioral advertising) your Personal Information. We do not knowingly sell or share the Personal Information of individuals under the age of 16.
- v. **Automated processing:** Under certain circumstances, you have the right to object to a significant decision based solely on automated processing (i.e., without human intervention) unless that decision is required or authorized by law.
- vi. **Non-discrimination:** We do not discriminate against employees who exercise any of their rights described in this Privacy Notice, nor do we retaliate against job applicants who exercise these rights. However, we may require the use of your Personal Information to administer your pre-employment relationship with us. Therefore, in some instances, we may not be able to process your request.
- vii. **Restriction of processing of Sensitive Personal Information:** You have the right to request the restriction of processing of your sensitive personal information. Where applicable, the respective sensitive personal information will be marked accordingly and may only be processed by us for certain purposes. At the current time, however, we do not use or disclose sensitive personal information for purposes other than those expressed in this Notice or otherwise permitted by applicable law, and these uses cannot be limited under California law.

If you choose to assert any of these rights under applicable law, we will respond within the time period prescribed by such law. Please note that many of the above rights are subject to exceptions and limitations. Your rights and our responses will vary based on the circumstances of the request.

A person authorized to act on your behalf may make a verifiable request related to your Personal Information. If you designate an authorized person to submit requests to exercise certain privacy rights on your behalf, we will require verification that you provided the authorized agent permission to make a request on your behalf.

Your verifiable request must: (i) provide sufficient information that allows us to reasonably verify that you are the person about whom we collected Personal Information or an authorized representative of that person; and (ii) describe the request with sufficient detail that allows us to properly understand, evaluate, and respond to it. We will only use Personal Information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

To exercise your rights, please contact us as stated in the "Contact Us" section of this Privacy Notice.

## 9. CONTACT US

Questions, comments, requests, or complaints regarding this Privacy Notice and/or our use of your Personal Information should be addressed to the contact information below.

Rise Baking Company  
Attn: Denise Wenger, Senior Corporate Recruiter  
Email: [d.wenger@risebakingcompany.com](mailto:d.wenger@risebakingcompany.com)  
Call: 717-505-9518

## 10. UPDATES

We may update this Privacy Notice to reflect changes in the way we process Personal Information. We will notify you about such changes in the way we use your Personal Information in compliance with applicable law.

This Privacy Notice includes an “effective” and “last updated” date. The effective date refers to the date that the current version took effect. The last updated date refers to the date that the current version was last substantively modified.

**Effective Date.** September 1, 2024

**Last Updated Date.** September 1, 2024