



Privacy Notice to California Job Applicants

Effective date: January 1, 2023

1. Scope of This Notice

This notice is for California residents who apply for employment with Toyon Research Corporation (“Toyon,” “us,” or “we”). It describes how Toyon may collect, use and disclose your Personal Information in connection with considering you for a position of employment. It also explains related rights, and how you can exercise them, under the California Consumer Privacy Act of 2018, as amended (the “CCPA”). The CCPA broadly defines a “consumer” as a resident of California.

(You can read our general Privacy Policy [here](#). The Privacy Policy describes how we may collect, use and disclose your Personal Information if you interact with us outside of your capacity as a job applicant.)

When we say “Personal Information,” we mean information that can reasonably be linked to a particular individual or their household. Generally speaking, your Personal Information includes your unique identifiers (full name, phone number, email address, user name, etc.), and information about your characteristics, conditions or behavior that is associated with one of your identifiers or could otherwise reasonably be linked to you. “Non-Personal Information,” on the other hand, has been anonymized, aggregated or de-identified such that it cannot reasonably be linked to a particular individual or their household. Personal Information does not include publicly available information, as defined in the CCPA, or information that is otherwise exempt under the CCPA.

Note: Many of our customers are government agencies that require our employees to undergo government background checks. If you accept an offer of employment from Toyon, you may be required to undergo such a background check. This notice does not apply to Personal Information collected in connection with a government agency background check, which is governed by federal regulations or other applicable laws.

2. Personal Information We Collect and How We Collect It

Categories Collected

- **Identifiers**, such as your full name, signature, home address, phone number and email address

- **Demographic Information**, such as your gender, race, ethnic origin, current and past citizenship status, marital status, disability and veteran or military status. Demographic information may include legally protected classifications.
- **Professional or Employment Information**, such as your current employment information, job title, position, hire dates, salary expectations, visa sponsorship needs, work authorization status, work history, academic and professional qualifications, references, interview notes
- **Education Information**, such as your transcripts and other educational records
- **Social Media and Online Information**, if you choose to provide it, as well as any other information about you that is publicly available on the internet
- **Internet or Network Activity**, such as data about your interactions with our online job applications
- **Background Check Information**, which is information gathered as part of a background check conducted on our behalf for safety and security purposes, and may include criminal records

Sources and Methods of Collection

We may collect Personal Information from you, including when you submit an online or paper job application and any associated documents, such as a cover letter or resume, and in the course of subsequent communications and/or interviews following submission of your application. We may also collect Personal Information via automatic means, such as Internet or Network Activity when you interact with our recruiting system or an application portal maintained by us or by a vendor on our behalf. We may also receive Personal Information from third parties, with your consent, where required by law, such as through a background, employment, or reference check; from a recruiter; from a staffing agency; or from public sources such as LinkedIn.

3. How We Use Applicant Personal Information

We may use your Personal Information for the following purposes:

- To process your application for employment
- To communicate with you about the recruitment process and your application
- To take steps necessary to establish an employment relationship with you
- To secure our network, online applications or recruitment channels against fraud or malicious activity
- To comply with our legal obligations
- To analyze or improve our application and recruitment process
- In any other way we may describe when we collect the information; and
- For any other purpose with your consent.

We may use Non-Personal Information for any purpose.

4. Data Retention

Typically, we retain job applicants' Personal Information for the period necessary to fulfill the purposes outlined in this Notice, unless a longer retention period is required or permitted by law. Please note that in many situations we must retain all, or a portion, of your Personal Information to comply with our legal obligations, resolve disputes, enforce our agreements, to protect against fraudulent, deceptive, or illegal activity, or for another one of our business purposes.

5. Sale, Sharing or Disclosure of Applicant Personal Information

Under the CCPA, you can request to opt-out of the "Sale" of your Personal Information—which the CCPA defines very broadly to include some transactions or arrangements that do not involve the exchange of data for money—and the "Sharing" of your personal information, which the CCPA defines as sharing with third parties for purposes of cross-site targeted advertising. We don't Sell or Share job applicant Personal Information.

Within the past 12 months, we disclosed the categories of Personal Information collected, for a business purpose, to our service providers, who provide services to us such as data storage and transmission, among other things.

In addition to disclosing your Personal Information to service providers for a business purpose, we may disclose your Personal Information in the following contexts:

Mandatory Disclosures and Legal Proceedings

We may have a legal obligation to disclose Personal Information to government authorities or other third parties pursuant to a valid regulatory request, subpoena or court order. We may also need to disclose and otherwise process your Personal Information in accordance with applicable law to prevent physical harm or financial loss, protect the vital interests of a person, enforce our various policies or terms of use, protect our property, services and legal rights, prevent fraud, support auditing, compliance and corporate governance functions, or comply with applicable law.

Change in Control or Merger

We may transfer your information in the event of the sale of substantially all of the assets of our business to a third-party or in the event of a corporate merger, consolidation, acquisition or reorganization. However, in such event, any acquirer will be subject to the provisions of our commitments to you or we will not disclose your information.

With Your Direction or Consent

We will share your Personal Information with other third parties as you may direct or otherwise consent.

6. Your Rights and How to Exercise them with Toyon

[Click here \(Link to CA Privacy Rights PDF\)](#)

7. Changes to This Notice

We reserve the right to update or change this Notice or our Privacy Policy at any time and you should check them periodically. If we make any material changes, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

8. Contact Us

If you have any questions or concerns about this Notice, please contact us via privacy@toyon.com.