



FURNISHED QUARTERS HOLDINGS, LLC
CALIFORNIA APPLICANT PRIVACY NOTICE

Effective Date: 01/01/2023

The purpose of this Applicant Privacy Notice (“**Applicant Privacy Notice**”) is to inform California job applicants (“**Applicants**” or “**you**”) of Furnished Quarters Holdings, LLC (“**Furnished Quarters**,” “**we**,” “**us**,” or “**our**”), of the categories of Personal Information we collect, use, and disclose, and the rights you have relating to your Applicant Personal Information under the California Consumer Privacy Act, as amended (the “**CCPA**”).

Unless otherwise noted, the disclosures herein cover our activities in the twelve (12) months preceding the Effective Date, as well as our current practices.

I. Collection, Use, and Disclosure of Applicant Personal Information

As used in this Applicant Privacy Notice, the term “**Applicant Personal Information**” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with Furnished Quarters Applicants. Applicant Personal Information does not include information that is publicly available, de-identified, or aggregated, and the CCPA exempts certain additional categories of information from its purview, such as information subject to other laws and regulations. This Notice applies only to information governed by the CCPA.

We may collect, use, and disclose Applicant Personal Information for business purposes consistent with applicable laws as identified below. Where Furnished Quarters discloses applicable Applicant Personal Information to recipients, such as our service providers, it does so for the same business purposes described below. These examples may vary depending on the nature of your interactions with us.

Category of Applicant Personal Information	Business Purposes for Collection, Use, or Disclosure	Categories of Recipients to Whom Applicant Personal Information is Disclosed for a Business Purpose
Identifiers such as name, username and password for our careers website, telephone number, email address, mailing address, IP address.	<ul style="list-style-type: none"> • To open and maintain your application records • To communicate with you regarding your application • To confirm eligibility, qualification, and background checks • To comply with applicable state, federal labor, employment, equal employment opportunity, and related laws 	<ul style="list-style-type: none"> • Data analytics providers • Security providers • Background check vendors • Information technology vendors • Service providers
Personal information described in Cal. Civ. Code § 1798.80(e) such as signature, physical characteristics or description, education, employment, employment history.	<ul style="list-style-type: none"> • To open and maintain your application records • To communicate with you regarding your application • To confirm eligibility, qualification, and background checks 	<ul style="list-style-type: none"> • Data analytics providers • Security providers • Background check vendors • Information technology vendors • Service providers

	<ul style="list-style-type: none"> • To comply with applicable state, federal labor, employment, equal employment opportunity, and related laws 	
<p>Commercial Information, including records of products or services purchased.</p>	<ul style="list-style-type: none"> • To reimburse you for expenses when you travel for an interview 	<ul style="list-style-type: none"> • Service providers
<p>Internet or other electronic network activity information such as browser type and language, operating system, website access time, duration of visit, referring website address, browsing and search history on our websites, webpages viewed immediately before and after our websites, information related to your interactions with our websites, emails, and other communications.</p>	<ul style="list-style-type: none"> • To communicate with you regarding your application • To investigate security breaches and misuse of computer equipment and systems and for safety and security. 	<ul style="list-style-type: none"> • Data analytics providers • Security providers • Information technology vendors • Service providers
<p>Geolocation Data, including location data inferred from your device IP address.</p>	<ul style="list-style-type: none"> • To improve our website, set default options, and provide you with a better application experience • To protect the security of our website • To detect and prevent fraud against you and/or us 	<ul style="list-style-type: none"> • Data analytics providers • Security providers • Information technology vendors • Service providers
<p>Professional or employment-related information such as skills, qualifications, work experience, references, recommendations, and other information included in a resume, CV, application form, or cover letter;</p> <p>Answers to behavioral or other screening questions in an application or interview;</p> <p>Information relating to professional licenses, training, disciplinary actions, and membership in professional organizations.</p>	<ul style="list-style-type: none"> • To open and maintain your application records • To communicate with you regarding your application • To confirm eligibility, qualification, and background checks • To comply with applicable state, federal labor, employment, equal employment opportunity, and related laws 	<ul style="list-style-type: none"> • Data analytics providers • Security providers • Background check vendors • Information technology vendors • Service providers
<p>Applicant Personal Information that does not directly fall within the categories listed in the CCPA, including immigration, visa status, and work authorization information, languages spoken, driving record, criminal records and background check</p>	<ul style="list-style-type: none"> • To assess your eligibility for employment • for security and fraud detection and prevention • For internal research • To confirm eligibility, qualification, and background checks • To comply with applicable state, federal labor, employment, equal 	<ul style="list-style-type: none"> • Security providers • Background check vendors • Service providers

information, drug and alcohol screening information	employment opportunity, and related laws	
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In addition, we may receive additional personal information from you that you provide on a voluntary basis which we would not otherwise request or collect. For example, the information you provide to us in communications, during your interviews, on your CV, or in your cover letter.

II. How We Disclose Applicant Personal Information

We may disclose each of the categories of Applicant Personal Information identified above to the respectively identified categories of recipients for business purposes consistent with the purposes for collection or use designated, as is reasonably necessary and proportionate to achieve those purposes, or for another purpose that is compatible with the context in which the Applicant Personal Information was collected.

In addition to the other purposes for collection, use, and disclosure of Applicant Personal Information described in this Applicant Privacy Notice, we may collect, use, and disclose Applicant Personal Information as required by law, regulation, or court order; to respond to governmental and/or law enforcement requests; to identify, contact or bring legal action against someone who may be causing injury to or interfering with our or others' rights or property; to support any actual or threatened claim, defense or declaration in a case or before any jurisdictional and/or administrative authority, arbitration or mediation panel; or in connection with disciplinary actions/investigations. Likewise, we may use and disclose Applicant Personal Information to other parties in connection with the sale, assignment, merger, or reorganization.

III. Sources of Applicant Personal Information

We may collect the Applicant Personal Information identified above from the following sources:

- **Directly from you.** For example, during the application process and throughout your interactions with us, including through our IT systems, company forms, and other processes where you submit information to us.
- **From your contacts.** For example, prior employers, references, and recruiters.
- **Automatically when using our electronic systems.** For example, we may collect your usage history when you use our websites.
- **Automatically when you visit our facilities.** For example, security camera footage.
- **From service providers that help us run our business.** For example, from human resources and information technology vendors, background check agencies, drug testing facilities, and other service providers.

We may also collect publicly available information about you, including information that is lawfully made available to the general public from federal, state, or local government records.

IV. Selling or Sharing of Applicant Personal Information

We may sell and/or share with third parties for cross-context behavioral advertising the following categories of Applicant Personal Information:

- Identifiers
- Internet or other electronic network activity information
- Geolocation data

We sell and/or share this Applicant Personal Information for advertising purposes to third parties. The third parties to whom this Applicant Personal information was sold and/or shared are advertisers and analytics vendors. When we use the term sell, sold, or sale, we mean for valuable consideration, not monetary value.

We offer you the ability to opt out of these Sales and Sharing as set forth below. If you also interact with us as a consumer, please review our California Consumer Privacy Notice [link] for more information about our practices in that context. We do not have actual knowledge that we sell or share the Personal Information of consumers under sixteen (16) years of age.

V. Data Retention

We generally maintain Applicant Personal Information according to our retention obligations and policies, operational business purposes, and other legal and regulatory requirements. For example, the Applicant Personal Information you provide may be retained and used to consider whether your skills are suitable for other opportunities with Furnished Quarters. We discard this Applicant Personal Information when reasonably practicable, and within four years of the date of collection.

We keep the categories of Applicant Personal Information described above for as long as is necessary for the purposes described in this Notice or otherwise authorized by law, but in no cases for longer than four years. This generally means holding the information for as long as one of the following apply:

- Your Applicant Personal Information is reasonably necessary to manage our operations, to manage your relationship with us, or to satisfy another purpose for which we collected the information;
- Your Applicant Personal Information is reasonably necessary to carry out a disclosed purpose that is reasonably compatible with the context in which it was collected;
- Your Applicant Personal Information is reasonably required to protect or defend our rights; or
- We are otherwise required or permitted to keep your Applicant Personal Information by applicable laws or regulations.

Where your Applicant Personal Information is used for more than one purpose, we will retain it until the purpose with the latest period expires.

VI. California Privacy Rights

If you are a resident of California, you have the right to submit certain requests relating to your Applicant Personal Information as described below. To exercise any of these rights, please submit a request by emailing us at humanresources@furnishedquarters.com or by calling us at 212-367-9400 ext 420. Please note that, if you submit a request to know, request to delete or request to

correct, you will be asked to verify your identity. You may designate an authorized agent to make a request on your behalf; however, you will still need to verify your identity directly with us before your request can be processed.

Right to Know. You have the right to know what Applicant Personal Information we have collected about you, which includes:

- (1) The categories of Applicant Personal Information we have collected about you, including:
 - a. The categories of sources from which the Applicant Personal Information was collected;
 - b. Our business or commercial purposes for collecting or disclosing Applicant Personal Information;
 - c. The categories of recipients to which we disclose Applicant Personal Information;
 - d. The categories of Applicant Personal Information that we sold/shared, and for each category identified, the categories of third parties to which we sold/shared that particular category of Applicant Personal Information.
 - e. The categories of Applicant Personal Information that we disclosed for a business purpose, and for each category identified, the categories of recipients to which we disclosed that particular category of Personal Information.
- (2) The specific pieces of Applicant Personal Information we have collected about you.

Right to Delete Your Personal Information. You have the right to request that we delete Applicant Personal Information we collected from you, subject to certain exceptions.

Right to Correct Inaccurate Information. If you believe that Applicant Personal Information we maintain about you is inaccurate, you have the right to request that we correct that information.

Right to Opt Out of Sales and Sharing of Personal Information. You have the right to opt out of the sale of your Personal Information, and to request that we do not share your Personal Information for cross-context behavioral advertising. To opt-out, please click the “Do Not Sell or Share my Personal Information” link in the footer of our website. You may also opt out of the sale and/or sharing of your Applicant Personal Information via cookies and other tracking technologies through an opt-out preference signal. In order to process your request through an opt-out preference signal, you must use a browser supporting the preference signal. If you choose to use an opt-out preference signal, you will need to turn it on for each browser and each device you use.

Right to Limit Use and Disclosure of Sensitive Personal Information. We do not use or disclose Applicant sensitive Personal Information for purposes to which the right to limit use and disclosure applies under the CCPA.

Right to Non-Discrimination for the Exercise of Your Privacy Rights. If you choose to exercise any of your privacy rights under the CCPA, you also have the right not to receive discriminatory treatment by us, including retaliation against you as a job applicant.

VII. Contact Information

Please contact Human Resources with any questions.

Humanresources@furnishedquarters.com or 212-367-9400 ext. 420