

Cellink Corporation CCPA Notice at Collection for California Job Applicants and Employees Privacy Notice

Effective Date: January 1, 2025

Under the California Consumer Privacy Act (“CCPA”), Cellink Corporation (“Cellink”) may collect personal information and use it for certain business purposes as described below in this Job Applicant and Employee Privacy Notice. We are required to disclose the following information to California “consumers” regarding our collection of their personal information. Under the CCPA, “consumers” means California residents, including job applicants, employees or contractors of a business.

This policy explains:

- What information we collect during our application and recruitment process and why we collect it;
- How we use that information; and
- How to access and update that information.

Types of information we collect

This policy covers **Personally Identifiable Information (PII)**, including **Sensitive PII**, shared by applicants or collected during the application or recruitment process. Sensitive PII includes, but is not limited to, demographic information, health data, or legally protected characteristics. The purpose of collecting PII includes evaluating applications, verifying qualifications, and ensuring compliance with applicable laws. Examples of PII collected include:

- Your name, address, email address, telephone number and other contact information;
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, or other information you provide to us in support of an application and/or the application and recruitment process;
- Information from interviews and phone-screenings you may have, if any;
- Details of the type of employment you are or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, willingness to relocate, or other job preferences;
- Details of how you heard about the position you are applying for;
- Any sensitive and/or demographic information processed during the application or recruitment process such as gender, information about your citizenship and/or nationality, medical or health information and/or your racial or ethnic origin;
- Reference information and/or information received from background checks (where applicable), including information provided by third parties;
- Information relating to any previous applications you may have made to Cellink and/or any previous employment history with Cellink;

- Your information from publicly available sources, including online, that we believe is relevant to your application or a potential future application (e.g. your LinkedIn profile); and/or
- Information related to any assessment you may take as part of the interview screening process.

Providing PII to us is voluntary. However, if you do not provide sufficient information, we may be unable to consider your application or, if you are hired, your subsequent promotion, transfer or relocation.

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 only where permitted by applicable law.

Sources of personal information

We collect PII from you when you apply for a job and throughout the job application or recruitment process. We may also collect your PII from other sources and combine it with the PII you provide us. For example, we may collect your PII 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 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 Privacy Policy for more information.
- Other Company personnel.

How we use information we collect

Your PII will be used by Cellink for the purposes of carrying out its application and recruitment process which includes:

- Assessing your skills, qualifications and interests against our career opportunities;
- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a job;
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at Cellink;

- Creating and/or submitting reports as required under any local laws and/or regulations, where applicable;
- Where requested by you, assisting you with obtaining an immigration visa or work permit where required;
- Making improvements to CelLink’s application and/or recruitment process including improving diversity in recruitment practices;
- Analytics 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.
- Complying with applicable laws, regulations, legal processes or enforceable governmental requests; and/or
- Proactively conducting research about your educational and professional background and skills and contacting you if we think you would be suitable for a role with us.
- As part of our commitment to equal opportunity employment, we may process information regarding your membership in various organizations to support our diversity and inclusion efforts. This may include associating participant membership with sensitive and/or demographic information.

If you are offered and accept employment with CelLink, the PII collected during the application and recruitment process will become part of your employment record, governed by CelLink’s **Employee Privacy Policy**.

Sharing Personally Identifiable Information

- Our corporate parent, subsidiaries, and other affiliates under the control of our corporate parent, for purposes consistent with this Notice or to operate shared infrastructure, systems and technology.
- If you have been referred for a job at CelLink by a current CelLink employee, with your consent, we may inform that employee about the progress of your application and let the CelLink employee know the outcome of the process. In some cases, if it is identified that you have attended the same university/school or shared the same previous employer during the same period as a current CelLink employee we may consult with that employee for feedback on you.
- We will also share your PII with other third parties if we have your consent (for example if you have given us permission to contact your referees). It is your responsibility to obtain consent from referees before providing their personal information to CelLink.
- Companies that provide us with services that help us manage the recruiting process and operate our business, such as job boards, recruiters, interviewing and testing, pre-employment screening such as background checks, interview travel booking and expense reimbursement (where applicable), relocation (where applicable), and recruitment analytics.

- Government authorities, law enforcement and others. 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 PII, 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 Company does business or is exploring a business relationship.

Our retention of your information

- If you apply for a job at CelLink and your application is unsuccessful (or you withdraw from the process or decline our offer), CelLink will retain your PII for a period after your application. We retain PII for various reasons, including in case we face a legal challenge in respect of a recruitment decision, to consider you for other current or future jobs at CelLink and to help us better understand, analyze and improve our recruitment processes.
- If you do not want us to retain your PII for consideration for other roles, or want us to update it, please contact CelLink Human Resources at HR@cllnk.com. Please note, however, that we may retain some PII if required by law or as necessary to protect ourselves from legal claims.

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 PII. Our links to third party websites or services are not endorsements.

Changes to this Notice

We reserve the right to change this Notice at any time. 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.