

Policy: Employment and Recruiting
Privacy Statement

Document No.: 400140954

Originator: Human Resources

Effective Date:

Revised: May 11, 2021

This Employment and Recruiting Privacy Statement (“**Employment Privacy Statement**”) applies to any employees, contractors, job applicants, and prospective employees of Manatt, Phelps & Phillips, LLP (“**Manatt**,” “**we**,” “**us**,” or “**our**”) who is a California resident and about whom we have collected personal information in the course of your employment or application for employment with us (collectively, “**you**”). This Employment Privacy Statement pertains to your information if you have communicated with us regarding potential employment, applied for employment with us, or are currently employed by us.

For purposes of this section, “**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 a particular individual. It does not include publicly available information or information that has been de-identified or aggregated.

For more information about Manatt’s general privacy practices, please view our disclosures in our general purpose Privacy Statement by clicking [here](#) and our Privacy Notice for California Residents in Connection with Professional Services by clicking [here](#). If you have any questions about the information disclosed in this Privacy Statement, you may contact us at privacy@manatt.com.

A. What Types of Personal Information We Collect

We may collect the following categories of personal information about you:

- Identifiers, such as basic contact information including your first and last name, home or other mailing or billing addresses, email address, and telephone numbers; employee identification number; Social Security number, driver’s license number, passport number, or other government-issued identification number; visa application details; emergency contact details; online identifiers as detailed below including IP address or device IDs; and/or other similar identifiers;
- Professional or employment-related information, such as your employment and education history; information relating to your compensation and benefits; information from background checks or references; information relating to your performance evaluations; work-related travel booking details and travel history; and other information that may be provided on your resume or application for employment;
- Commercial information, such as credit reports and other credit-related information; and bank account number, routing number, and other information required to administer payroll and reimburse business expenses;
- Information relating to Internet or other similar network activity, such as email logs; and information relating to your sessions within your operating system and on your web

browser, including navigation to, from, and within websites and applications, and information regarding your device, operating system, and/or browser;

- Geolocation data, such as Global Positioning System (“GPS”) data; locational information based upon your IP address; cell network data; and other similar locational data which may be collected from various devices including your mobile device(s);
- Sensory data, such as your photograph; video or audio surveillance information; and facilities access records;
- Protected classification characteristics under California or federal law, such as your age and/or date of birth; gender or gender identity; nationality; racial or ethnic origin; marital status; sexual orientation; criminal history; drug test results; military or veteran status; union membership; disabilities; and religious beliefs; and
- Other information protected by the California records law, such as your health insurance information; workers’ compensation claims information; signature; physical characteristics or description; and certain medical information, such as your vaccination status and/or vaccination-related documentation.

B. What We Do With Your Personal Information

We may collect or use your personal information for the following purposes relating to employment or potential employment with us:

- Applying for employment, including for screenings, processing employment applications, interviews, and performing background checks
- Communications with employees and applicants
- Workforce management and planning (e.g., performance reviews; evaluations; internal investigations)
- Administering payroll, employee benefits, and health insurance
- Employee training and education
- Managing vendors, contractors, and business partners
- IT and systems operations, maintenance, and security
- Risk management and audits
- Legal compliance
- Protecting the legal rights, safety, privacy, and property of us, you, and others
- Fulfilling tax and other government filing requirements