



NOTICE TO CALIFORNIA APPLICANTS

FOLLETT SOFTWARE, LLC

Please take notice that Follett Software, LLC and its subsidiaries (collectively, "Follett") collect certain information about you. For more information on Follett's policies, please refer to the Follett's privacy policy in its handbook or at <https://follettsoftware.com/privacy-policy/>. This notice also applies to information provided to Follett about third parties, including employees' relatives, for emergency contact or benefit administration purposes.

California's California Consumer Privacy Act ("CCPA") and California Privacy Rights Act ("CPRA") provide applicants, employees and independent contractors residing in California with certain rights regarding their personal information and sensitive personal information (as each are defined in the CPRA) (collectively "Personal Information"):

- Right to know and access: You have the right to request, up to two times each year, access to the categories of Personal Information Follett collects about you and the purposes for which such Personal Information is used;
- Right to delete: You have the right to request that Follett delete Personal Information collected from you, subject to applicable legal exceptions;
- Right to opt-out: You have the right to opt out of the sale of your Personal Information and opt out sharing of your Personal Information for cross-context behavioral advertising. Follett does not sell or share your Personal Information for these purposes, so no such opt-out is available;
- The right to correct: You have the right to request that Follett correct inaccurate Personal Information;
- The right not to be discriminated or retaliated against for exercising rights under the law.

Where Follett Gets Your Information From. Follett collects information about you from the following sources: 1) you; 2) prior employers, references, recruiters, job-related social media platforms; 3) third-party sources of demographic information; 4) third-party companies, such as background check companies, drug testing facilities; and 5) claim administrators and investigators. Depending on Follett's interactions with you, Follett may or may not collect all of the information identified about you.



The Personal Information That Follett Is Collecting. Follett collects the following Personal Information:

- Identifiers, such as name, government-issued identifier (e.g., Social Security number), and unique identifiers (e.g., employee ID); real name, signature, SSN, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, federal identification authorizing work in the United States, and photographs;
- Characteristics of protected classifications under California or federal law, such as age, marital status, religion, gender, sex, race, color, disability, citizenship, primary language, immigration status, military/veteran status, disability, request for leave, and medical conditions;
- Commercial information, such as transaction information and purchase history (e.g., in connection with travel or other reimbursements);
- Internet or network activity information, such as browsing history and interactions with Follett's online systems and websites and any personal information that you provide while accessing the Follett's computer systems;
- Geolocation data, such as device location from usage of Follett's devices;
- Biometric information related to access to Follett's secured access points;
- Sensory data, including audio, electronic, visual, and similar information;
- Professional or employment-related information, such as work history and prior employer;
- Non-public education information; and
- Inferences drawn from other personal information to create a profile or summary of, for example, an individual's preferences, abilities, aptitudes and characteristics.

How Your Personal Information Is Used. Follett may use Personal Information:

- To operate, manage, and maintain its business;
- For hiring, retention, and employment purposes;
- To otherwise accomplish its business purposes and objectives, including, for example:
 - Emergency services;
 - Conducting research, analytics, and data analysis;
 - Maintaining facilities and infrastructure;
 - Quality and safety assurance measures;
 - Conducting risk and security controls and monitoring;
 - Protecting confidential and trade secret information;



- Detecting and preventing fraud;
- Performing identity verification;
- Performing accounting, audit, and other internal functions, such as internal investigations;
- Complying with the law, legal process, and internal policies;
 - Maintaining records;
 - Claims processing;
 - Responding to legal requests for information and subpoenas; and
 - Exercising and defending legal claims.
 - Any other purposes authorized by the California Privacy Protection Agency or California or Federal law.

Follett may or may not have used personal and sensitive personal information about you for each of the above purposes.

Sharing of Personal Information. Follett does not share your Personal Information with third-parties for the purpose of cross-context behavioral advertising. Follett may share your Personal Information for the business purposes described in this notice with the following parties:

- **Affiliates and Subsidiaries:** Follett may share your Personal Information with its affiliates and subsidiaries.
- **Service Providers:** Follett may share your Personal Information with service providers, such as recruiters, pre-employment screening services, third-party benefits administrators, payroll processors, background check providers and others.
- **Governmental Authorities:** As required by law or legal process, Follett may share your Personal Information with federal or state regulatory agencies, law enforcement, courts and other governmental authorities.
- **Professional Advisors:** Follett may share your Personal Information with Follett's professional advisors, such as auditors and law firms.
- **Parties Involved with Business Transfers:** Follett may share your Personal Information with third parties in the event Follett sells or transfers all or a portion of its business or assets (including in the event of a merger, acquisition, joint venture, reorganization, divestiture, dissolution or liquidation).

Selling of Personal Information. Follett does not sell your Personal Information.





Data Retention. Follett will keep Personal Information no longer than necessary to fulfill the purposes described in this notice. Under Follett’s record retention policy, Follett is required to destroy Personal Information after it is determined that such information is no longer needed according to specific retention periods. However, Follett may need to hold Personal Information beyond these retention periods due to regulatory requirements or in response to a regulatory audit, investigation, or other legal matter.

For Inquiries and/or to Submit Requests for Information, Deletion or Correction.

For inquiries about Follett’s policy, or to submit your requests for information, deletion or correction, please either: (i) email privacy@follettsoftware.com, (ii) call 708-884-0230 or 1-800-350-6418 or (iii) mail the request to Follett Software, LLC, Attn: Privacy, 1340 Ridgeview Drive, McHenry, IL 60050. In accordance with Follett’s policies, you will not be discriminated or retaliated against if you choose to exercise any of your rights under the CCPA or CPRA.

