

CALIFORNIA JOB APPLICANT PRIVACY POLICY

Effective Date: January 1, 2020

Hitachi Solutions America Ltd. (“Hitachi Solutions”, “we” or “Company”) respects your privacy and is committed to ensuring your trust in us by collecting, processing, and maintaining your personal information responsibly. This policy applies to the personal information you provide to use directly or through one of our recruitment pipelines. It also applies to information we collect about you from third parties in connection with your application to become an employee, agent, or contractor of the Company.

1. **Who we are.** Hitachi Solutions is an impact-driven global leader in consulting dedicated to delivering competitive, end-to-end solutions based on the Microsoft Cloud. We started as three founding partners and transformed into nearly 2,000 consultants, developers, and support personnel all around the globe. With 36 Microsoft Partner of the Year awards, Hitachi Solutions has established itself as a leading partner in the ever-growing landscape of technology consulting. Our contact details and career information can be found at global.hitachi-solutions.com.
2. **To Whom Does This Policy Apply?** This Policy applies to any individuals who are California residents and who submit applications for a role at Hitachi Solutions. This includes applicants for any type of position at any office. It also applies to California residents who submit a CV, resume, writing sample, or other application information to the Company directly, via a recruitment agency or job placement service, or who apply via online application.
3. **What Type of Personal Information Do We Process.** We may not collect all categories of personal information for each individual. Rather, this policy describes in general our overall collection and use of applicant and prospective employee personal information. We may collect the following categories of personal information about you. These categories of information may include:
 - **Application Information.** We collect personal information about you that you provide via our website, recruitment portals, or by corresponding with us or our agents by email, telephone or otherwise. The personal information provided typically includes information commonly found on resume or CV, such as your name, contact information, education qualifications, work experience, work eligibility, gender, age, date of birth, referees and any other information you choose to upload or submit (such as information in a CV or resume).
 - **Sensitive information.** You may have the option, where permitted by applicable law, to provide certain personal information typically considered sensitive, including race or ethnic origin, disability information. If you decide not to provide this information, it will not prejudice your application.
 - **Interview and Assessment Information:** We may collect (both online and in person) information from you if you attend an interview with us or our agents. We will keep notes, comments, or other information about the conversation you had with our

representatives. We may also gather references or feedback from people who you know. If you are asked to be assessed, we collect information associated with that assessment.

- **Technical Information.** We automatically collect certain usage and registration data from you when you use our website and/or recruitment portal. This information may include an IP address, unique device identifiers or assigned identifiers, information collected by cookies or software development kit, time zone setting, operating system and platform, browser software, and information regarding your use of the website.
- **Information from third parties.** We may receive information from third parties in connection with your application, such as referees and recruiters.
- **Pre-Employment Information.** We may collect additional personal information via pre-employment background checks and as part of the on-boarding process. Background check information may include criminal records checks, verification of qualifications and employment, financial, credit, and other checks to the extent permitted by applicable law.
- **Financial Information.** Some individuals may be asked for information commonly requested of employees during the onboarding process. This includes financial account details, tax ID, social security number, national or other identity numbers, evidence of right to work, nationality and place of birth, emergency contact, family details such as marital status and dependents, and additional health and equal opportunities information. All such collection is to the extent permitted by applicable law.
- **Safety and Security Information.** If you visit our premises, we may collect data related to your use of building access, access to restricted areas, and security camera footage.

In the past 12 months we have collected the following categories of personal information, as described above:

- Identifiers.
- Information protected under California information security laws.
- Information related to characteristics protected under California or federal law.
- Commercial information.
- Biometric information.
- Internet and electronic network activity information.
- Geolocation data.
- Sensory data.
- Professional or Employment-Related Information.
- Inferences about you based on the above-mentioned data.

4) How Do We Use Your Personal Information?

We may collect or use personal information from you for the following purposes:

- To process employment applications and onboard new hires.
- To determine and validate your qualifications for employment.
- To conduct background checks and screening to the extent permitted by law.

- To administer benefits.
- To pay and reimburse for expenses.
- To maintain your contact information.
- To assist you in case of emergency.
- To monitor eligibility to work in the U.S.
- To ensure a safe and efficient working environment.
- To maintain security on our websites and internet connected assets.
- To comply with applicable law or regulatory requirements.
- For other employment and human resources purposes.

Any information collected is disclosed to you here and is used as permitted or required by law.

5) Rights to your Personal Information

You have a number of legal rights when it comes to your personal information, including the right to be informed about the personal information we collect and the purposes for which we use your personal information. We have provided you this information herein.

Your rights under certain applicable laws, such as rights to request access to or deletion of all personal information we may hold about you do not apply to employees and other personnel at this time. However, under other laws, you may have access to certain personnel details to verify the accuracy of or update your data, or you may have other privacy rights as an employee, and you can contact your employee representative for more information and assistance.

If you are accepted for employment additional policies may apply, including additional policies regarding the collection and use of your personal information. These policies will be provided to you during the onboarding process.