

## Ridgeline Candidate Privacy Statement

Data privacy is important to Ridgeline. This Privacy Statement describes the information we collect about you as a job applicant, how Ridgeline will use the information provided, and with whom we may share the information. The Statement describes your choices and rights related to the information that is provided to or collected by Ridgeline.

Ridgeline, Inc. and its affiliates (“Ridgeline”) are committed to handling personal information that we gather when you apply for a job or other role with us responsibly and in accordance with applicable law. This Privacy Statement (“Statement”) also describes how Ridgeline will handle your personal data when you apply for a job or other role with us (whether full-time, part-time, temporary, consultant, internship, etc.) and the rights you have in connection with that information.

**Personal Data We May Collect.** We may collect and process personal information from you when you apply for a role at Ridgeline or sign up for product news, including information such as:

- Name and other personal information such as gender, date and place of birth;
- Contact information, such as address, telephone number, and e-mail address;
- Past employment history (including previous employers, job titles, or positions) and references;
- Other academic, professional, training and salary-related information, such as academic degrees and professional qualifications;  
Your résumé (which may include details of any memberships or interests constituting Sensitive Personal Information);  
National identifiers such as passport information, social security number, immigration information, and visa status;  
Information relating to previous applications you have made to Ridgeline and/or any previous employment history with Ridgeline; and  
Any other information you voluntarily provide throughout the process, including through interviews or other forms of assessment.

**How We Use and Retain Your Personal Information.** Ridgeline processes your personal information to administer recruitment activities, such as using your information to contact you about potential job opportunities and to take the steps necessary prior to entering into an employment relationship. As part of the recruitment process, Ridgeline may process your personal information in the following ways:

- establishing, administering, and managing all aspects of the employment application process (travel, expenses, development, training, and human resources-related processes);
- where necessary to comply with applicable legal or regulatory requirements;
- evaluating and reporting the demographic makeup of our workforce where allowed by law (e.g., diversity reporting);

- communicating with you; and
- other purposes described to you at the time we collect your personal information.

The personal information collected will be stored in accordance with applicable laws and kept as long as needed to carry out the purposes described in this Statement or as otherwise required. Generally, this means your personal information will be retained until the end of your employment application review period plus a reasonable period thereafter to respond to application-related inquiries, to deal with any legal matters (e.g. judicial actions) or, as applicable. If your application for a position at Ridgeline is successful, the personal data collected during the recruitment process will be added to your human resources file and retained as reasonably necessary for the purposes of administering the employment relationship.

**Disclosure.** As part of the recruitment process, Ridgeline may disclose personal information to the following recipients:

- Your personal information may be shared with Ridgeline affiliates, with Ridgeline personnel, contractors, and vendors who require such information to assist Ridgeline with establishing, administering, and managing the recruiting process such as members of the recruitment team, interviewers involved in the recruitment process and other Ridgeline employees if access to the data is reasonably necessary for the performance of their roles;
- third-party service providers that process personal information as data processors on behalf of Ridgeline to provide certain services;  
third parties with whom you instruct Ridgeline to share your personal information;  
law enforcement, other government entities, or authorized third parties where Ridgeline has a good faith belief such disclosure is required to comply with applicable law or to respond to a valid legal process;  
other third parties to act on a good faith belief that disclosure is necessary to protect your, or other third parties' safety;
- other corporate entities if Ridgeline goes through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets.

**Tracking Technologies.** When you visit Ridgeline's website, we may observe your activities, interactions, preferences, transactional information, and other computer and connection information relating to your use of our websites and our services. We or our service providers may use cookies and similar tracking technologies such as web beacons, tags, and scripts.

This enables us to measure and improve the effectiveness of our websites, ads, and campaigns. The data collected through web beacon is anonymous to us. We do not see the personal data of individual users that are tracked and collected; however, the information that is stored and processed by our service providers may contain personal information in accordance with their privacy policy.

**Security.** Ridgeline employs industry standard security measures to ensure the security of information. However, the security of information transmitted through the Internet can never be guaranteed. Ridgeline is not responsible for any interception or interruption of any communications through the Internet or for changes to or losses of information. Users of our sites are responsible for maintaining the security of any password, user ID, or other form of authentication involved in obtaining access to password-protected or secure areas of any Ridgeline website.

**Access.** If you need to update, change or request access to your information, please contact us by using the email or mailing address provided below.

**Choice.** You are under no obligation to provide personal information to Ridgeline during the recruitment process and you may choose not to provide some of the personal information for the purposes set out in this Statement. Depending on the information you may choose not to provide, we may not be able to process your application, request or onboard for employment- related purposes.

**Deletion.** To request that your personal information be deleted, please contact us by using the email or mailing address provided below.

**Contact.** If you have any questions about this Statement, or the personal information we process about you, please contact [privacy@ridgelineapps.com](mailto:privacy@ridgelineapps.com) or by regular mail addressed to: Ridgeline, Inc. Attn: Privacy, 936 Southwood Blvd., Incline Village, NV 89451.

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