



Privacy Notice for Candidates (California Citizens)

Introduction

Brewer Science is committed to protecting the privacy and security of your personal information. This Privacy Notice describes how Brewer Science (“the Company”) collects and uses personal information about you during the recruitment process in accordance with data protection legislations, specifically the California Consumer Privacy Act (CCPA).

CCPA defines “personal data” as information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household (last name, first name, address, data of birth, etc.). Your personal data is collected and processed by the Company in a good faith, legal, and transparent manner.

The Company is required under data protection legislation to notify you of the information contained in this Privacy Notice.

It is important that you read this notice to ensure you are aware of how and why your personal data will be used in the recruitment process as you apply for a position with the Company and the duration for which it will usually be retained. It provides you with certain information that must be provided under the CCPA.

1. Data protection principles

Brewer Science will comply with CCPA, which states that the personal information we hold about you must be:

- Used in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Kept securely

2. The kind of information we hold about you

In connection with your application to fill a position at Brewer Science, we will collect, store, and use the following categories of personal information about you:

- Information you provided to us in your curriculum vitae and cover letter
- Information you provided on our application form and during the interview process, including name, title, address, telephone number, personal e-mail address, date of birth, gender, employment history, and qualifications

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- Veteran status, disability status, and ethnicity/race information when applying for a position within our US locations
- Signature
- Dietary preferences
- CCTV Images collected by our on-campus security system
- Any information you provide to us during an interview, whether in person or via a conferencing system

We may also collect, store, and use the following “protected classifications” of more sensitive personal information if provided to Brewer Science during the recruitment process with your consent:

- Information about your race and ethnicity or religious beliefs
- Information about your health, specifically any medical condition
- Whether you have been convicted of a felony

3. How your personal information is collected

We collect personal information about candidates from one or more of the following sources:

- You, the candidate
- HireRight, our background check provider, from which we collect the following categories of data: education verification, work history
- HireRight, our credit reference agency, from which we collect the following categories of data: personal credit
- Disclosure and Barring Service in respect of criminal convictions and HireRight, our criminal background check provider
- Your named referral sources or references, from whom we collect the following categories of data: clarification of employment, position held, dates of employment, and reason for departure
- Personal data that is sourced from a publicly accessible third party, e.g., LinkedIn and Indeed
- On rare occasions, Brewer Science will partner with a recruitment agency, from which we collect any personal data you have made available to them

4. How we will use information about you

We will use the personal information we collect about you during the recruitment process to:

- Assess your skills, qualifications, and suitability for the position
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process

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- Keep records related to our hiring processes
- Comply with legal or regulatory requirements
- Facilitate any travel to allow you to visit our facilities for the recruitment process

When we receive your CV or resume, application form, and cover letter (if applicable), we will then process that information to decide whether you meet the basic requirements to be short-listed for the role. It is in our legitimate interest to decide whether to consider you for the position by deciding whether your application is strong enough to move to the next stage of the recruitment process, i.e., phone or on-site interview. If we decide to invite you for an interview, we will use the information you provide to us at the interview stage of the process to decide whether to offer you the position. If we decide to offer you the position, we will then take up references and/or carry out a criminal records check and/or carry out drug screening before confirming your appointment. The requirements for checking references, carrying out criminal records checks, and conducting drug screenings are specific to hiring location and position being filled.

5. If you fail to provide personal information

If you fail to provide information when requested that is necessary for us to consider your application, such as evidence of qualifications or work history, we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

6. How we use sensitive personal information

If provided to Brewer Science through the application process, we will use your sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example, whether adjustments need to be made during an interview.
- We will use information about your race and national or ethnic origin to ensure meaningful equal opportunity monitoring and reporting.
- We will use financial information for payroll purposes.
- We will use federal ID information to verify your identity.

7. Information about criminal convictions

When recruiting for a position in our US operations, we may process information about criminal convictions where allowed by law.

If we would like to offer you the position, we may collect information about your criminal convictions history on the condition that checks and any other conditions, such as references, are satisfactory. We are entitled to carry out a criminal records check in order to

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satisfy ourselves that there is nothing in your criminal convictions history that makes you unsuitable for the role.

8. Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

9. Data sharing

Why might BSI share my personal information with service providers or third parties?

We will only share your personal information with the following service providers or third parties for the purposes of processing your application:

- PayCor, the online tool we use for our recruitment process
- HireRight, our background check provider and our credit reference agency who assists us in the recruitment process
- Disclosure & Barring Service and other applicable background checking services who provide their services for recruitment outside of the US
- Equal Employment Opportunity Commission to comply with legal obligations
- Travel, lodging, and immigration partners that allow us to facilitate your travel needs

All our service providers and third-party entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our service providers or third parties to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Brewer Science is a global organization, and we have offices and operations in a number of international locations; therefore, we share personal data between the Brewer Science organization for business and administrative reasons only and between internal employees for the purpose it was provided (i.e. for legitimate business purposes).

Brewer Science does not sell any personal information.

Brewer Science does not knowingly collect or share personal information of consumers under 16 years of age.

10. Data security

Brewer Science has put in place measures to protect the security of your information.

Service providers will only process your personal information on our instructions and where they have agreed to treat the information confidentially and keep it secure.

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Brewer Science has put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors, and other service providers who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality. To request details of these measures, please contact the Privacy Champion at privacy@brewerscience.com.

Brewer Science has put in place procedures to deal with any suspected data security breach and will notify you and any applicable supervisory authority of a suspected breach where we are legally required to do so.

11. Data retention

How long will BSI use my information?

Brewer Science will retain your personal information as local legislation requires and defines after we have communicated to you our decision about whether to appoint you to the role.

We retain your personal information for that period so we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and have conducted the recruitment exercise in a fair and transparent way.

In addition, we will ask your permission to be considered for other job opportunities in the application process; this will retain your information in our recruiting system for future opportunities. If we wish to consider you, we will write to you separately seeking your explicit consent to retain your personal information for a fixed period on that basis.

12. Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information up to two times in a 12-month period; this enables you to receive a copy of the personal information we hold about you, how and why it is used and shared, and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you; this enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request deletion** of your personal information up to two times in a 12-month period; this enables you to ask us to delete or remove personal information where there is no good reason for us to continue to process it.

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- **Object to or limit processing** of your sensitive personal information where we are relying on a legitimate purpose and there is something about your particular situation that makes you want to object to processing on this ground.

If you want to access, correct, or request deletion of your personal information; limit the processing of your personal data; or request that we transfer a copy of your personal information to another party, please contact the Privacy Champion directly in writing at privacy@brewerscience.com.

13. Privacy Champion

Brewer Science has appointed a Privacy Champion to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, please contact your Privacy Champion, Kris Bieker. In addition, Brewer Science has a complaint process and would like the opportunity to address any complaints you have with regard to your personal data.

E-mail: privacy@brewerscience.com

Tel: 1-(573) 364-0300 ex: 1955

Address:

2401 Brewer Drive

Rolla, MO 65401

For additional information on how Brewer Science collects and processes personal information or to view our Privacy Policy, please visit our website at <https://www.brewerscience.com/about-us/privacy/>.

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