



CALIFORNIA JOB APPLICANT PRIVACY NOTICE

Last Updated: January 1, 2023

This Privacy Notice explains how Forefront Power Development LLC and Forefront Power, LLC (“**ForeFront Power**,” “**we**,” “**our**,” or “**us**”) collects, uses, discloses, and otherwise processes personal information about our California-based recruits and job applicants.

This Privacy Notice is not a contract and does not create any legal rights or obligations. This Privacy Notice also is not intended to replace other notices or disclosures we may provide to you in connection with your application for a job or eventual role in our organization, which will supersede any conflicting disclosures contained in this Privacy Notice.

What is Personal Information?

When we use the term “personal information” in this Privacy Notice, we mean information, some of which may be sensitive personal information, that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to you within the context of you acting as a job applicant. It does not include aggregated or deidentified information that is maintained in a form that is not capable of being associated with or reasonably linked to you.

Our Collection of Personal Information

During the recruiting process and when you apply for a job with us, we collect personal information about you, which may include:

- **Contact Information:** such as your full name, email address, home address and telephone number.
- **Professional History & Qualifications:** such as your previous employers, positions and work experience, professional licenses, certificates or other qualifications, and employment references or referrals.
- **Educational History & Qualifications:** such as your highest level of education, the schools you attended and when you were in attendance, degrees, certificates or other educational qualifications you earned, and your transcripts or educational references.
- **Financial Information:** such as your desired salary, bonus, benefits, expenses, and stock or equity grants.
- **Background Check Information:** when permitted by applicable law, we may choose to conduct a background check through third party services in connection with your application such as to verify professional and educational history and qualifications or identify criminal history that may be relevant for a position with us. The results of the background check may include personal information, such as government-issued identifiers (i.e. driver’s license, social security number), or other information we do not already have about you.
- **Equal Opportunity Information:** such as age, race, ethnicity, national origin, citizenship, sex, gender identity, sexual orientation, religion, disability or accommodation request, or marital or veteran status

when you choose to provide it, but it will not be used in the hiring decision, however, ForeFront reserves the right to use such information in the hiring decision if specifically permitted by law.

- **Web-Related Information:** such as technical details about your visit to our online services contained in log files or analytics data relating to your usage and activity on our online services, including your IP address. For more information, please refer to the general [Privacy Policy](#) on our website.
- **Other Application and Interview Information:** any personal information you choose to share with us in your interview or application, CV, resume, transcripts or other supporting documentation.

Although we often collect the personal information described above directly from you, we may also collect certain information from references, recruiters, job-related social media sites (such as LinkedIn), and publicly available sources. In addition, we may also collect this information through service providers and other third parties that collect it on our behalf, such as communications providers, scheduling providers and application providers.

Our Use of Personal Information

We use the personal information we collect during the recruiting process and when you apply for a job with us to:

- Identify you as a potential candidate and review your application for a position with us;
- Verify the information provided to us in connection with your application or received from other sources;
- Determine your eligibility and suitability for the potential position or other opportunities with us;
- Facilitate the recruiting and interview process;
- Communicate with you about the status of your application or other opportunities with us that may be of interest to you;
- Assess and improve the performance and success of our recruiting and hiring process.

The Right to Opt Out of Personal Information Sales or Sharing

We do not currently “sell” personal information about our customers as most people would typically understand that term. However, we do allow certain third-parties to collect information about job applicants for the purposes of processing the job application and potential employment. To the extent this practice is interpreted to constitute a “sale” or “sharing” under relevant law, and you choose to exercise your right to opt out of personal information “sales” or “sharing”, please click the following link:

[Do Not Sell My Personal Information](#)

However, please note that if the exercise of these rights limits our ability to process personal information, we may no longer be able to engage with you in the same manner.

Retention Period

We retain personal information including, without limitation, sensitive personal information for as long as needed or permitted in light of the purpose(s) for which it was collected. The criteria used to determine our retention periods include:

- The duration of the job application process;

- Whether your job application is successful and you become an employee;
- Whether, if your application is not successful, you would like to be notified of future job opportunities with us;
- The length of time we have an ongoing relationship with you and the length of time thereafter during which we may have a legitimate need to reference your personal information to address issues that may arise;
- Whether there is a legal obligation to which we are subject (for example, certain laws may require us to keep your application records for a certain period of time); and
- Whether retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation or regulatory investigations).

Please note that if you accept an offer from us, we may transfer the personal information we collected about you during the recruiting and job application process to your personnel file with us.

Applicant Obligations

Any information you submit to us must be true, complete and not misleading. Submitting inaccurate, incomplete, or misleading information may lead to a rejection of your job application during the application process or disciplinary action including immediate termination of employment. In addition, it is your responsibility to ensure that information you submit does not violate any third party's rights. If you provide us with personal information of a reference or any other individual as part of your application, it is your responsibility to obtain consent from that individual prior to providing the information to us.

Contact Us

If you have any questions or requests in connection with this Privacy Notice or other privacy-related matters, please contact us at:

Email: privacy@forefrontpower.com

Phone number: (855) 204-5083