

PRIVACY NOTICE TO CALIFORNIA JOB APPLICANTS

Effective Date: April 1, 2024

YKK AP America Inc. (“YKK AP”, “we”, “our”, or “us”) provides this Privacy Notice for Job Applicants and (“Notice”), which supplements the information contained in our general Privacy Policy (available [here](#), as updated from time to time, and which is incorporated herein by reference).

This Notice applies only to applicants for employment roles who reside in California (collectively, “you” or “your”). Any terms used in this Notice (whether or not capitalized) which are defined in the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act of 2020 (together, “CPRA”) have the same meaning as in such definitions.

We want you to understand our collection, use, disclosure, and retention of your “Personal Information,” which means any 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. You should also review all other agreements or terms that may apply to your relationship with us.

We may collect Personal Information from you in a variety of different situations and using a variety of different methods, including, but not limited to, on our website, your mobile device, through email, in physical locations, through written applications, through the mail, and/or over the telephone.

We are committed to protecting your privacy, and we use administrative, technical, and physical safeguards designed to protect your Personal Information from unauthorized access, disclosure, alteration, or loss.

Personal Information We Collect and Purposes for Use

We collect the categories of Personal Information identified in Table 1 below for one or more of the following purposes:

- To identify, process, manage, and evaluate your application and candidacy for employment
- To obtain and verify background checks and references
- To administer any relationship we have with you
- To comply with legal obligations
- To communicate with you regarding your candidacy
- To demonstrate our commitment to equal employment opportunity and fair employment practices
- To fulfill or meet the purpose for which you provided the information
- To analyze and improve our recruitment processes and tools

Categories of Personal Information We Collect

TABLE 1

Categories of Personal Information	Examples of Data within Category
Identifiers	Name, postal address, internet protocol address, email address, telephone number
Other	<ul style="list-style-type: none"> • Ethnicity • Gender • Work authorization status • Skills and training • Active duty military/veteran status • Disability status

Please note, however, that the specific pieces of information that we may have collected about any specific individual may differ due to the nature of the particular position for which you have applied). We may have your Personal Information collected by our service providers, including, but not limited to, recruiting firms, application processors, background check service providers, and the like.

Personal Information does not include publicly available information from government records or de-identified or aggregated consumer information.

Disclosure of Your Personal Information

We may disclose your Personal Information with our service providers in order to fulfill a purpose for collecting or using that Personal Information. We have not sold or shared (as such terms are defined under the CPRA) and will not sell or share your Personal Information for monetary or other valuable consideration.

Sensitive Personal Information

Certain categories of Personal Information are deemed “sensitive” under CPRA. We may collect, use, and retain the categories of “sensitive” Personal Information as described in Table 2 below:

Categories of “Sensitive” Personal Information We Collect and Purposes for Use

TABLE 2

Category	Examples of PI in the Category	Purpose for Use
Characteristics of protected classifications under California or federal law	<ul style="list-style-type: none"> • Racial or ethnic origin 	Federal, DOL and similar state reporting

We do not use your sensitive personal information for the purpose of inferring characteristics or for any purpose other than those set forth in the CPRA Regulations, or for any purposes that would permit you to limit our use of such information.

Retention of Your Personal Information

Except as otherwise permitted or required by applicable law or regulation, we will only retain your Personal Information for as long as necessary to fulfill the purposes we collected it for, as required to satisfy regulations governed by various regulatory agencies, legal, accounting, or reporting obligations, or as necessary to resolve disputes. To determine the appropriate retention period for

Personal Information, we consider our statutory obligations, the amount, nature, and sensitivity of the Personal Information, the potential risk of harm from unauthorized use or disclosure of your Personal Information, the purposes we process your Personal Information for, and whether we can achieve those purposes through other means. We specify the retention periods for your Personal Information in our data retention policy. Under some circumstances we may anonymize or de-identify your Personal Information so that it can no longer be associated with you, in which case it is no longer “Personal Information.” And we may retain indefinitely and use such anonymized or de-identified data for any legitimate business purpose without further notice to you or your consent. Once you are no longer an employee of the company, we will retain and securely destroy your Personal Information in accordance with our document retention policy and applicable laws and regulations.

Your Rights

California residents who are job applicants have the following rights (subject to certain exceptions as set out in CPRA) to: (a) access a copy of their Personal Information held by us; (b) have inaccuracies in their Personal Information corrected; (c) limit our use of sensitive Personal Information we collect (if any) to what is necessary to perform the activities and for the purposes described in this Notice; (d) request information about the categories of Personal Information we collect which sell to or share (if any) with third parties, and to opt-out of such sale or sharing; (e) request deletion of their Personal Information held by us; and, (f) not receive discriminatory treatment by us for the exercise of privacy rights, including the right as a job applicant not to be retaliated against for the exercise of CPRA rights.

We may be subject to certain laws and regulations relating to privacy and information security in more than one jurisdiction. If any term, covenant, condition, or provision of this Notice is held by a court of competent jurisdiction to be invalid, void, or unenforceable, it is the intent of this Notice that the scope of the rights and obligations of the Notice be reduced only for the affected jurisdiction and only to the extent deemed necessary under the laws of the local jurisdiction to render the provision reasonable and enforceable and the remainder of the provisions of the Notice will in no way be affected, impaired, or invalidated as a result.

Updates to the Notice

This Notice is subject to periodic revision and the updated version is effective when posted to our website at www.ykkap.com.

Contact Us

If you have questions regarding this Notice, please email us at compliance@ykkap.com.