

# J.Jill

## California Job Applicant Privacy Notice

**Effective Date:** January 1, 2023

### About This Document

This Privacy Notice explains how Jill Acquisition LLC and our subsidiaries and affiliates ("**J.Jill**", "**we**", "**our**", "**us**") collect, use, and otherwise process your personal information in connection with your job application. This Privacy Notice concerns our processing of personal information of California-based recruits and job applicants ("**you**", "**your**").

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 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 that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual and is related to the individual's recruitment and/or application for employment with J.Jill. It does not include aggregated or de-identified information that is maintained in a form that cannot reasonably be used to infer information about, or otherwise be linked to, an individual person. Where we maintain deidentified data, we will maintain and use the data in deidentified form and not attempt to reidentify the data except as required or permitted by law.

### The Types of Information We Collect

During the recruiting process and when an individual applies for a job with us, we may collect the following professional or employment-related personal information:

- contact information, including name, email address(es), telephone numbers and postal address(es);
- records of communications and interactions we have had with you;
- details of your education, including the schools you attended and when you were in attendance, degrees, licenses, certificates, or other educational qualifications you earned, your transcripts or training records, and references from your institutions of study;
- details of your work history and references from your previous employer(s);
- information needed to establish your eligibility to work for us, including visa information;
- financial information, such as your previous or desired salary, bonus, benefits, expenses, and stock or equity grants;
- when permitted by applicable law, information collected through a background check 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 we do not already have about you;
- health- and safety-related information, such as personal safety related concerns, health screening questionnaires, physician notes, and temperature checks or other illness- and health-related information;

- 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 which will not be used in hiring decisions;
- 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. For more information, please refer to the [Privacy Policy](#) on the J.Jill website;
- any other personal information you chose to share with us in your interview or application, CV, resume, or other supporting documentation.

## **How We Collect Your Information**

Although we often collect the personal information described above directly from you, we may also collect certain information from previous or current employers, 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.

When we collect personal information directly from you for the purpose of the application process, you are deemed to provide the personal information voluntarily. You are not obliged to provide the information to us. The consequences of not providing the personal information are that we may not be able to assess your professional qualifications to fulfill the position.

## **How We Use Your Information**

We use personal information we collect in connection with recruiting or job applications to:

- provide you with information about J.Jill and what it is like to work for us (where you have asked for this, which can occur before you have made a formal application to work for us);
- 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;
- conduct internal investigations, audits, compliance, risk management, problem resolution and security operations;
- fulfill contractual obligations to you and other third parties;
- protect the health and safety of our staff and visitors to our premises;
- comply with applicable law, rule, regulation, legal proceeding and government investigations, including relating to tax reporting and immigration.

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.

## **How We Disclose Your Information**

We may share the categories of personal information outlined above with the following third parties for the purposes described below:

- **Within J.Jill:** We share personal information relating to recruits and job applicants within our family of companies for internal administrative purposes and uses that are consistent with this Privacy Notice. For example, the entity responsible for the job posting may share personal information about an applicant with another one of our entities that is responsible for our organization-wide recruiting and employment decisions.
- **Recruiters and Job Application Providers:** We often engage recruiters and job application providers to assist us in identifying potential job applicants and processing job applications we receive. In order for these third parties to assist us in the recruiting and job application process, we share personal information about potential and current personnel with them.
- **Background Check and Reference Check Providers:** When permitted by applicable law, we may choose to conduct a background check and/or reference check in connection with an individual's application, such as to verify professional and educational history and qualifications or identify criminal history that may be relevant for a position with us. In order to facilitate the background check and/or reference check, we share personal information about the relevant individual with trusted background check and/or reference check providers.
- **Other Service Providers:** In addition to the third parties identified above, we engage other third parties to perform certain functions on our behalf in connection with the uses of personal information described in the "How We Use Your Information" section above, including assisting us with our recruiting process, personnel management, benefits and services offerings and other related business operations. Depending on the function the third party serves, the service provider may process personal information on our behalf or have access to personal information while performing functions on our behalf.
- **Business Transaction or Reorganization:** We may take part in or be involved with a corporate business transaction, such as a merger, acquisition, joint venture, or financing or sale of company assets. We may disclose personal information to a third party during negotiation of, in connection with, or as an asset in such a corporate business transaction. Personal information may also be disclosed in the event of insolvency, bankruptcy, or receivership.
- **Legal Obligations and Rights:** We may disclose personal information to third parties, such as legal advisors and law enforcement:
  - in connection with the establishment, exercise, or defense of legal claims;
  - to comply with laws and regulations or to respond to lawful requests and legal process;
  - to protect our rights and property and the rights and property of our agents, customers, and others, including to enforce our agreements, policies, and terms of use;
  - to detect, suppress, or prevent fraud;
  - to reduce credit risk and collect debts owed to us;
  - to protect the health and safety of us, our customers, or any person; or
  - as otherwise required by applicable law.
- **Otherwise with Consent or Direction:** We may disclose personal information about our recruits and job applicants to certain other third parties with their consent or direction.

## Personal Information Disclosures

### **No Sales or Targeted Advertising**

Except as otherwise described in our website [Privacy Policy](#) in connection with job applicants acting in their capacity as website visitors, we do not sell personal information about individuals acting in their capacity as our recruits or job applicants, and we do not share or otherwise disclose such personal information for the purpose of displaying advertisements that are selected based on personal information obtained or inferred over time from an individual's activities across businesses or distinctly-branded websites, applications, or other services (otherwise known as "**targeted advertising**" or "**cross-context behavioral advertising**").

### **Sensitive Information**

The following personal information elements we collect about our recruits and job applicants may be classified as "sensitive" under certain privacy laws ("**sensitive information**"):

- Social Security number, driver's license number, and passport number;
- Information relating to racial and ethnic origin, religious beliefs, health, disabilities, sexual orientation, gender identity and transgender status.

We use this sensitive information for the purposes set forth in the **How We Collect Your Information** and the **How We Use Your Information** sections above.

We do not sell sensitive information about individuals acting in their capacity as recruits or job applicants, and we do not share or otherwise disclose sensitive information about individuals acting in their capacity as recruits or job applicants for the purpose of targeted advertising, nor use such information for the purpose of inferring characteristics about our recruits or job applicants.

### **Retention of Personal information**

We retain personal information only for as long as is reasonably necessary to fulfil the purpose for which it was collected. However, if necessary, we may retain personal information for longer periods of time, until set retention periods and deadlines expire, for instance where we are required to do so in accordance with legal, tax, and accounting requirements set by a legislature, regulator, or other government authority.

To determine the appropriate duration of the retention of personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of personal information, and if we can attain our objectives by other means, as well as our legal, regulatory, tax, accounting, and other applicable obligations.

## Your Privacy Choices

### **California Privacy Rights**

As a California resident, you may be able to exercise the following rights (subject to certain limitations at law):

<b>The Right to Know</b>	The right to confirm whether we are processing personal information about you and to obtain certain personalized details about the personal information we have collected about you, including: <ul style="list-style-type: none"><li>- The categories of personal information collected;</li><li>- The categories of sources of the personal information;</li><li>- The purposes for which the personal information was collected;</li></ul>
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	<ul style="list-style-type: none"> <li>- The categories of personal information disclosed to third parties (if any), and the categories of recipients to whom the personal information were disclosed;</li> <li>- The categories of personal information shared for cross-context behavioral advertising purposes (if any), and the categories of recipients to whom the personal information were disclosed for those purposes; and</li> <li>- The categories of personal information sold (if any), and the categories of third parties to whom the personal information were sold.</li> </ul>
<b><i>The Right to Access &amp; Portability</i></b>	The right to obtain access to the personal information we have collected about you and, where required by law, the right to obtain a copy of the personal information in a portable and, to the extent technically feasible, readily usable format that allows you to transmit the data to another entity without hindrance.
<b><i>The Right to Correction</i></b>	The right to correct inaccuracies in your personal information, taking into account the nature of the personal information and the purposes of the processing of the personal information.
<b><i>The Right to Control Over Sensitive Information</i></b>	The right to exercise control over our collection and processing of certain sensitive information.
<b><i>The Right to Deletion</i></b>	The right to have us delete the personal information we have collected from you.
<b><i>The Right to Control Over Automated Decision-Making / Profiling</i></b>	The right to direct us not to use automated decision-making or profiling for certain purposes.

You also have the right to not receive retaliatory or discriminatory treatment in connection with a request to exercise the above rights. 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.

### ***Submitting Privacy Rights Requests***

To submit a request to exercise one of the privacy rights identified above, please:

- Complete our [online form](#); or
- Call 1.800.343.5700

Before processing your request, we will need to verify your identity and confirm you are a resident of the State of California. In order to verify your identity, we will generally either require the successful authentication of your work-related account, or the matching of sufficient information you provide us to the information we maintain about you in our systems. We may at times need to request additional personal information from you, taking into consideration our relationship with you and the sensitivity of your request.

In certain circumstances, we may decline a privacy rights request, particularly where you are not a resident of the State of California or where we are unable to verify your identity.

### ***Authorized Agents***

In certain circumstances, you are permitted to use an authorized agent to submit requests on your behalf through the designated methods set forth above where we can verify the authorized agent's authority to act on your behalf. In order to verify the authorized agent's authority, we generally require evidence of either (i) a valid power of attorney or (ii) a signed letter containing your name and contact information, the name and contact information of the authorized agent, and a statement of authorization for the request. Depending on the evidence provided, we may still need to separately reach out to you to confirm the authorized agent has permission to act on your behalf and to verify your identity in connection with the request.

### **Updates to This Privacy Notice**

We will update this Privacy Notice from time to time. When we make changes to this Privacy Notice, we will change the "Last Updated" date at the beginning of this Privacy Notice. If we make material changes to this Privacy Notice, we will notify you through appropriate communication channels. All changes shall be effective from the date of publication unless otherwise provided in the notification.

### **Contact Us**

If you have any questions about this Privacy Notice or how we process your personal information, please send us an email at [privacyrequest@jjill.com](mailto:privacyrequest@jjill.com).