

Privacy Notice for California Job Applicants

Effective Date: April 1, 2026

This Privacy Notice (the "Notice") applies to California residents who are job applicants or candidates ("applicants" or "you") for employment with **Novara Software, LLC** ("Company," "we," "us," or "our").

This Notice is intended to satisfy the requirements of the California Consumer Privacy Act of 2018 (CCPA), as amended by the California Privacy Rights Act (CPRA).

1. Information We Collect

We collect and have collected the following categories of Personal Information from and about applicants within the last twelve (12) months. The categories below are defined by the CCPA/CPRA.

Category of Personal Information	Examples of Specific Data Points Collected	Purpose for Collection
Identifiers	Name, address, phone number, email address, IP address, social media handles, driver's license number, passport number, and other government-issued ID numbers.	Communication, verification of identity, background checks, and administrative purposes.
Personal Information Categories listed in the California Civil Code §1798.80(e)	Signature, physical characteristics or description, education, employment history, bank account number (for expense reimbursement), medical information (for accommodation requests).	Processing your application, employment eligibility verification, expense reimbursement, and fulfilling legal obligations.

<p>Protected Classification Characteristics</p>	<p>Age, race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), gender identity, sexual orientation, marital status, medical condition, disability, veteran or military status.</p>	<p>Ensuring equal employment opportunity and diversity reporting as required by law (this data is typically collected voluntarily).</p>
<p>Professional or Employment Related Information</p>	<p>Résumé, CV, cover letter, references, previous job history, job title, salary expectations, performance reviews (if provided by a reference), and interview notes.</p>	<p>Evaluating your qualifications and suitability for the role, and making hiring decisions.</p>
<p>Education Information</p>	<p>Academic records, degrees, certifications, and transcripts.</p>	<p>Verifying educational background and suitability for the role.</p>
<p>Internet or Other Electronic Network Activity</p>	<p>Browsing history, search history, information regarding an applicant's interaction with the Company's website (e.g., career portal), or email/communication systems.</p>	<p>Monitoring use of company resources, security, and system administration.</p>
<p>Sensory Data</p>	<p>Audio, electronic, visual, thermal, olfactory, or similar information (e.g., video/audio recordings of interviews, security footage if visiting our premises).</p>	<p>Security, quality assurance, and evaluating your candidacy.</p>

Inferences Drawn from Other Personal Information	Profiles reflecting an applicant's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	Evaluating your potential fit for the role.
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2. Sources of Personal Information

We obtain the categories of Personal Information listed above from the following sources:

- **Directly from you:** When you submit an application, résumé, fill out forms, or during interviews.
- **From third parties:**
 - **Recruiters and staffing agencies.**
 - **References** you provide.
 - **Background check providers** (with your consent, where legally required).
 - **Former employers** and educational institutions.
 - **State or governmental agencies**
 - **Publicly available sources** (e.g., professional networking sites).

3. Disclosure of Personal Information

We may disclose your Personal Information to the following third parties for a business purpose:

- **Service Providers/Contractors:** Companies that perform services on our behalf, such as background checks, HR management software, and IT support.
- **Affiliates:** Other companies under common ownership or control for recruiting and administrative purposes.
- **Government/Regulatory Entities:** To comply with legal obligations (e.g., tax authorities, equal opportunity commissions, or in response to a subpoena).

We DO NOT "Sell" or "Share" (as those terms are defined under the CCPA/CPRA) the Personal Information of job applicants.

4. Data Retention

We retain your Personal Information for as long as necessary to fulfill the purpose for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting

requirements.

Generally, if you are not hired, we retain applicant data for a period as required by state/federal law after the application process ends to defend against legal claims or for future hiring needs. If you are hired, your applicant data will be transferred to your employee file and retained according to our Employee Privacy Policy.

5. Your CCPA/CPRA Rights

As a California resident, you have specific rights regarding your Personal Information under the CCPA/CPRA. Please note these rights are subject to exceptions and limitations.

1. **Right to Know/Access:** You have the right to request that we disclose the categories and specific pieces of Personal Information we have collected about you, the categories of sources from which it was collected, the business purpose for collecting it, and the categories of third parties to whom we disclose that information.
2. **Right to Correct:** You have the right to request the correction of inaccurate Personal Information we maintain about you.
3. **Right to Delete:** You have the right to request the deletion of your Personal Information, subject to certain exceptions.

6. Exercising Your Rights

To exercise any of the rights described above, please submit a verifiable request to us by either:

- Emailing us at: privacy@novara.com or hr@novara.com
- Visiting our web portal at: novara.com

We will verify your request using information associated with your application. Only you, or a person registered with the California Secretary of State that you authorize to act on your behalf, may make a verifiable consumer request related to your Personal Information.

7. Changes to This Privacy Notice

We reserve the right to amend this Notice at our discretion and at any time. When we make changes, we will update the "Effective Date" above.