

MeridianLink California Applicant Privacy Notice

MeridianLink, Inc. and its subsidiaries and affiliates (collectively, “MeridianLink” or the “Company” or “We”) respect your privacy and are committed to protecting it through our compliance with this Applicant Privacy Notice.

This Applicant Privacy Notice explains:

- The categories of personal information we collect about you
- The categories of sources from which we collect your personal information
- The purposes for which we use your personal information
- How we may disclose your personal information
- How long we keep your personal information
- Your privacy rights and how to exercise them
- Changes to this Privacy Notice

Scope:

This Applicant Privacy Notice applies to the personal information of California residents in their role as job applicants to MeridianLink (“Applicants”).

“Personal information” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular Applicant.

“Sensitive personal information” means: (A) personal information that reveals your social security, driver’s license, state identification card, or passport number; account log-in, financial account, debit card, or credit card number in combination with any required security or access code, password, or credentials allowing access to an account; precise geolocation; racial or ethnic origin, religious or philosophical beliefs, or union membership; the contents of your mail, email and text messages, unless we are the intended recipient of the communication; genetic data; and the processing of biometric information for the purpose of uniquely identifying you; (B) personal information collected and analyzed concerning your health; or (C) personal information collected and analyzed concerning your sex life or sexual orientation. Note that “Sensitive personal information” excludes information that is made publicly available.

The Categories of Personal Information We Collect About You

- Identifiers, for example: real name, nickname, telephone number, postal address, e-mail address, and signature.
- Professional, Employment or Education Related Information, for example: resumes/cover letters, educational institutions attended, academic transcripts,

degrees and certifications, licenses, work experience and previous employers, and professional memberships and affiliations.

- Work authorization status.
- Internet Activity Information, for example: interactions with MeridianLink's website, job application, or job advertisement, and publicly available social media activity.
- Job preferences, for example: desired compensation, willingness to relocate, positions for which you are interested.
- Sensory or Surveillance Data, for example: voicemails, audio/visual recordings of interviews, and footage from video surveillance cameras.
- § 1798.80: personal information described under Cal. Civ. Code § 1798.80 to the extent not already included in other categories in this section, such as a photograph or health information, for example, to conduct pre-employment physical examinations.
- Characteristics of Protected Classifications Under California or Federal Law for Applicants, collected on a purely voluntary basis, except where collection is required by law, and used only in compliance with applicable laws and regulations, for diversity and inclusion reporting and related purposes.
- Other details, for example, hobbies and leisure activities or membership in voluntary/charitable/public organizations, for example, as stated on the Applicant's resume.
- Reference names and contact information.
- Information submitted in connection with any assessment you may take as part of the interview process.

The Categories of Sources From Which We Collect Your Personal Information

- You, for example, in your job application, forms you fill out for us, assessments you complete, surveys you complete, and any information you provide us during the course of your application and interview process.
- Vendors and service providers, for example, recruiting agencies.
- Third parties, for example, job references, affiliated companies, professional employer organizations or staffing agencies.
- Public internet sources, for example, social media, job boards, public profiles, and other public online sources.
- Public records, for example, court records, and credentialing and licensing organizations.
- Automated technologies on MeridianLink's electronic resources, for example, to track logins and activity on our careers page.
- Surveillance/recording technologies installed by MeridianLink for example, video surveillance in common areas of MeridianLink facilities and audio/video recording technologies with consent to the extent required by law.

- Government or administrative agencies, for example, law enforcement or public health authorities.

The Purposes For Which We Use Your Personal Information

We use Applicants' personal information for the following purposes:

- Recruiting, including:
 - To review and process applications.
 - To assess Applicants' qualifications or suitability for employment with MeridianLink.
 - To communicate with Applicants during the recruitment process.
 - To verify the information you provide and carry out reference checks
 - To assist Applicants obtain an immigration visa or work permit if requested.
 - To prepare offers of employment and demonstrate Applicants' agreement to, or acceptance of, documents presented to them (e.g., pre-employment arbitration agreement and offer letter).
 - To conduct pre-employment or criminal history background checks.
 - To evaluate and improve our recruiting processes, including analyzing recruiting metrics and facilitating diversity and inclusion efforts.
 - To create a talent pool for future job openings.
 - Where we have identified you as a potential candidate from information that we've collected from public sources, in order to suggest suitable opportunities for you at MeridianLink.
- Monitoring, Security, and Compliance, including:
 - To monitor use of MeridianLink facilities and information systems.
 - To ensure compliance with applicable laws and MeridianLink policies.
 - To create and submit reports as required by applicable laws and regulations.
 - To conduct internal audits and investigations.
 - To protect the safety and security of MeridianLink's facilities.
 - To exercise MeridianLink's rights under applicable law and to support any claim, defense, or declaration in a case or before a jurisdictional and/or administrative authority, arbitration, or mediation panel.
- Conducting Our Business, including:
 - To manage and operate information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, and strategic planning.
 - In connection with a corporate transaction, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of MeridianLink or any of its subsidiaries or affiliates.

- To manage licenses, permits and authorizations applicable to MeridianLink's business operations.
- To protect the rights, property, or safety of Company, HR Individuals, customers or others.
- Purposes for Using Applicants' Personal Health Information:
 - To the extent necessary to comply with MeridianLink's legal obligations, such as to accommodate disabilities.
 - For occupational health and safety compliance and record-keeping.
 - To conduct pre-employment medical examinations.
 - To respond to an Applicant's medical emergency.
- Purpose For Using Applicants' Protected Categories Of Information:
 - MeridianLink collects information about race, age, national origin, disability, gender identity, sexual orientation, sex, and veteran status as necessary to comply with legal obligations, including the reporting requirements of the federal Equal Employment Opportunity Act and California's Fair Employment and Housing Act, and for purposes of diversity analytics. We also use this personal information for purposes including: (a) with respect to disability and/or medical condition, as necessary, to comply with federal and California law related to accommodation; and (b) with respect to age, incidentally to the use of birth date for identity verification.
 - We collect protected categories of Personal Information on a purely voluntary basis, except where required by law, and use the information only in compliance with applicable laws and regulations.

This Privacy Notice does not cover background screening conducted by our third-party background check vendor subject to the federal Fair Credit Reporting Act. There is a separate disclosure for such screening.

[How We May Disclose Your Personal Information](#)

MeridianLink generally maintains information related to Applicants as confidential. However, from time to time, MeridianLink may have a legitimate business need to disclose Applicants' personal information for one of the purposes listed above to one or more of the categories of external recipients listed below. In that event, MeridianLink discloses your personal information only to the minimum extent necessary to achieve the purpose of the disclosure and only if the disclosure is permitted by the CCPA/CPRA and other applicable laws.

- Service providers and contractors: MeridianLink discloses your personal information to service providers and contractors for the purposes above to assist

us in our recruiting efforts and in meeting our business needs and legal obligations.

- MeridianLink only discloses your personal information to service providers and contractors subject to written contracts as required by applicable law.
- Service providers and contractors include recruiters, staffing agencies, and any other entity providing services to MeridianLink.
- Affiliated companies: Other companies within the MeridianLink family of companies.
- Government or administrative agencies: These may include, for example:
 - Equal Employment Opportunity Commission as required for reporting.
 - California Department of Fair Employment and Housing as required to respond to employment claims and charges.
 - Law enforcement in the event of criminal investigations.
- Required Disclosures: We may be required to disclose personal information in a court proceeding, in response to a court order, subpoena, civil discovery request, other legal process, or as otherwise required by law.
- Legal Compliance and Protections: We may disclose personal information when we believe disclosure is necessary to comply with the law or to protect the rights, property, or safety of MeridianLink, our users, or others.
- Corporate Transactions: We may disclose your personal information in connection with a corporate merger, consolidation, bankruptcy, the sale of all, or substantially all, of our membership interests and/or assets or other corporate change, including to any prospective purchasers.
- No sales and no “sharing”, i.e., disclosure for cross-context behavioral advertising:
 - MeridianLink does not sell the personal information of any Applicants nor share their personal information for cross-context behavioral advertising.

How Long We Keep Your Personal Information

If MeridianLink hires you, the information collected about you during the job application process may become part of your personnel file and may be used to administer the employment relationship and for related reporting and recordkeeping purposes. MeridianLink will retain this application information for the entire duration of your employment relationship with MeridianLink and for as long thereafter as permitted or required by applicable law.

MeridianLink will retain information of applicants who are not hired for four (4) years after the record is collected. These records will be retained for our internal recordkeeping and reporting purposes in compliance with California Government Code § 12946. During that time, we may use your information to consider you for positions in addition to the position(s) for which you initially applied.

[Your Privacy Rights And How To Exercise Them](#)

Your California Privacy Rights

Right to Know: You have the right to submit a verifiable request for copies of specific pieces of your personal information obtained from you and for information about MeridianLink's collection, use, and disclosure of your personal information.

Right to Delete: You have the right to submit a verifiable request for the deletion of personal information that you have provided to MeridianLink.

Right to Correct: You have the right to submit a verifiable request for the correction of inaccurate personal information maintained by MeridianLink, taking into account the nature of the personal information and the purposes of processing the personal information.

Right to Opt Out of Sale and Sharing: You have the right to opt out of the sale of your personal information and the disclosure of your personal information for cross-context advertising. As noted above, MeridianLink does not sell personal information or disclose personal information for cross-context advertising, and therefore this right does not apply.

Right to Restrict Use and Disclosure of Sensitive Personal Information: You have the right to restrict MeridianLink's use and disclosure of your sensitive personal information to purposes permitted under the CCPA/CPRA, such as security, quality control, uses required by law, and disclosures to vendors in support of the permitted purposes. This right only applies to sensitive personal information collected or processed by MeridianLink for the purpose of inferring characteristics about you. As noted above, MeridianLink does not collect or process your sensitive personal information for the purpose of inferring characteristics, and therefore this right does not apply.

[MeridianLink's Non-Discrimination and Non-Retaliation Policy](#)

MeridianLink will not discriminate or retaliate against you for exercising your privacy rights under the CCPA/CPRA.

[How to Exercise Your Rights](#)

MeridianLink will respond to requests to know, delete, and correct in accordance with applicable law if it can verify the identity of the individual submitting the request. You can exercise these rights in the following ways:

To submit a privacy rights request, please use our [Privacy Request Form](#).

Mail: 3560 Hyland Avenue, Ste. 200
Costa Mesa, CA 92626

Phone: 888-593-8970 (press 0 to reach the front desk and be directed)

Email: privacy@meridianlink.com

Changes To This Privacy Notice

It is our policy to post any changes we make to our Privacy Notice on this page with a notice that this Privacy Notice has been updated on the Website home page. If we make material changes to how we treat our California applicant's personal information, we will notify you by email to the primary email address specified in your account and/or through a notice on the Website home page. The date this Privacy Notice was last revised is identified at the bottom of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this Privacy Notice to check for any changes.

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