

## CCPA Notice for Candidates Applying to Jobs at Green Street

Pursuant to California law, Green Street is required to provide you this notice about the collection and use of your personal information. We encourage you to read it carefully. We adopt this notice to comply with the California Consumer Privacy Act of 2018 (“CCPA”) and other California privacy laws. Any terms defined in the CCPA have the same meaning when used in this notice.

### 1. Introduction

This notice (“Notice”) describes the categories of personal information that Green Street Advisors, LLC (“Company”, “we”, “us” and “our”) collects about California residents who apply or are recruited for a job with us (“candidates”), and the purposes for which we use that information.

For purposes of this Notice, “personal information” has the meaning given in the California Consumer Privacy Act of 2018 (the “CCPA”) but excludes information exempted from the CCPA’s scope.

This Notice does not create or form part of any contract for employment or otherwise. If you have questions about this Notice, please contact our Human Resources department at [humanresources@greenstreet.com](mailto:humanresources@greenstreet.com).

### 2. Information we collect about candidates

Through a variety of employment-related sources, including but not limited to applications, questionnaires, and personal interactions, we collect information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a consumer or device (“personal information”). The categories of personal information we may collect and process during the application and recruitment process include:

- Contact information, such as home address, telephone number, and email address;
- Information from job application materials or recruiters, such as your job application, resume or CV, cover letter, references, education history, work history, whether you are subject to prior employer obligations, and information that referrers provide about you;
- Professional qualifications, such as licenses, permits, memberships, and certifications;
- Information from the application process, such as any phone-screens, interviews, evaluations and outcomes of take home tests and other recruiting exercises;
- Immigration status and other information that would allow us to verify your employment eligibility;
- Biographical information, such as name, gender, date of birth, professional history, references, language proficiencies, education details, and information you make publicly available through job search or career networking sites;
- Job preferences, such as desired position and compensation, location preferences and willingness to relocate;
- Employment history;
- Background check information, such as information necessary to complete background, credit, and/or other checks when permitted by law, and information received during these checks;

- Information needed to understand and assess accommodation requests regarding potential disabilities or other health conditions; and
- Other information you provide to us.

Providing personal information to us is voluntary. However, if you do not provide sufficient information, we may be unable to consider your application or, if you are hired, your subsequent promotion, transfer or relocation. In certain cases we may ask you for additional information for purposes of complying with applicable laws. We may also inquire about criminal records. We will do so only where permitted by applicable law.

### **Sources of personal information**

We collect personal information from you when you apply for a job and throughout the job application or recruitment process. We may also collect your personal information from other sources and combine it with the personal information you provide us. For example, we may collect your personal information from:

- Job board websites you may use to apply for a job with us;
- Prior employers that provide us with employment references;
- Professional references that you authorize us to contact;
- Pre-employment screening services, such as background check providers (where permitted by law);
- Employment agencies and recruiters;
- Your educational institutions;
- Your public social media profile or other publicly-available sources;
- Online activity information that we and our service providers collect using server logs, “cookies” and similar technologies on the Careers Site. Please see our Global Privacy Policy on our website for more information; and
- Other Company personnel.

### **3. How we use personal information about candidates**

We may use the categories of personal information above for the following purposes:

#### **Recruitment management:**

- Operating the careers website we maintain at [www.greenstreet.com/careers](http://www.greenstreet.com/careers) or any other site to which this Notice is posted (“Careers Site”);
- Recruiting, interviewing and evaluating job candidates;
- Conducting background checks and other pre-employment screening (where permitted by law);
- Analyzing and improving our application and recruitment processes;
- Accommodating disabilities or health conditions;
- Communicating with you regarding your candidacy, opportunities with the Company or about the Careers Site and any changes to applicable terms or policies; and
- Other business operations.

### **Compliance, safety and fraud prevention, such as:**

- Complying with or monitoring compliance with legal and other requirements, such as reporting and equal opportunities monitoring requirements, where applicable;
- Complying with internal policies and procedures;
- Complying with lawful requests and legal process, such as responding to subpoenas or requests from government authorities;
- Protecting our, your or others' rights, safety and property;
- Investigating and deterring against fraudulent, harmful, unauthorized, unethical or illegal activity, or conduct in violation of our policies or procedures; and
- Sharing information with government authorities, law enforcement, courts or private parties where we have a good-faith belief it is necessary for the foregoing purposes.

### **Analytics:**

- Creating anonymous, aggregated or de-identified data that we use and share to analyze our application and recruitment activities, business and for other lawful business purposes.

### **Sharing personal information:**

We may disclose your personal information to a third party for a business purpose. When we disclose personal information for a business purpose, we enter a contract that describes the purpose and requires the recipient to both keep that personal information confidential and not use it for any purpose except performing the contract. We may disclose the following categories of personal information for a business purpose:

- *Company service providers:* Companies that provide us with services that help us manage the recruiting process and operate our business, such as job boards, recruiters, interviewing and testing, pre-employment screening, interview travel booking and expense reimbursement (where applicable), relocation (where applicable), and recruitment analytics; and
- *Professional advisors:* Lawyers, immigration advisors, and other outside professional advisors.

## **4. Other information about this Notice**

This Notice does not address, and we are not responsible for, the practices of any third parties, which have their own rules for how they collect and use your personal information.

We reserve the right to change this Notice at any time. Any changes will become effective when we post the revised notice on our Careers Site.