

## Applicant Privacy Notice

The purpose of this Applicant Privacy Notice (“**Notice**”) is to inform external candidates applying for a position with Mayer Brown LLP (“**Mayer Brown**” or “**we**” or “**us**”) who are California residents of the categories of Personal Information (as defined below) that we collect and how such Personal Information handled. This notice does not form part of the employment relationship or any agreement between applicants and Mayer Brown.

### 1. Collection and Use of Personal Information for Business Purposes

For purposes of this Notice, “Personal Information” is information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California consumer or California household. Personal Information does not include de-identified, aggregated, or combined information, which includes data that is not reasonably capable of identifying you or being linked to you.

We collect, use, and disclose employee Personal Information for business purposes only (as described further below) and in a manner consistent with applicable laws. Where we disclose Personal Information to third parties, we do so for the same purposes described below and, where appropriate, we require that such third parties maintain the confidentiality of the Personal Information and maintain appropriate systems and processes to secure and protect the Personal Information.

We collect from you and use the following categories of Personal Information about you to manage your application. For details about the Firm’s collection and use of Personal Information outside of the application process, please see the Firm’s Privacy Policy and Privacy Policy for California Residents at [www.mayerbrown.com/en/legal-notices/privacy-notice](http://www.mayerbrown.com/en/legal-notices/privacy-notice).

CATEGORY OF PERSONAL INFORMATION COLLECTED	BUSINESS OR COMMERCIAL PURPOSE(S) FOR WHICH PERSONAL INFORMATION WAS COLLECTED, USED AND DISCLOSED	CATEGORIES OF RECIPIENTS OF PERSONAL INFORMATION
Personal identifiers such as your name, address, telephone numbers, personal email address, social security number, date of birth	<ul style="list-style-type: none"> <li>Communicating with you about the application process</li> <li>Carrying out background checks, as necessary and consistent with all applicable federal and state consumer reporting laws</li> <li>Carrying out reference checks</li> <li>Checking that you are legally entitled to work in the U.S.</li> </ul>	<ul style="list-style-type: none"> <li>Cloud-based software provider</li> <li>IT service provider</li> <li>Background check service</li> <li>Government agencies and regulators</li> <li>Former employers</li> </ul>
All details included in your resume, cover letter or application, such as your education and employment history	<ul style="list-style-type: none"> <li>Assessing your skills, qualifications and suitability for a position</li> <li>Carrying out background checks, as necessary and consistent with all</li> </ul>	<ul style="list-style-type: none"> <li>Cloud-based software provider</li> <li>IT service provider</li> <li>Background check provider</li> <li>Former employers</li> </ul>

	<ul style="list-style-type: none"> <li>applicable federal and state consumer reporting laws</li> <li>Carrying out reference checks and/or employment verification procedures</li> </ul>	
<b>Feedback on your application and any subsequent interview notes</b>	<ul style="list-style-type: none"> <li>Assessing your skills, qualifications and suitability for a position</li> </ul>	<ul style="list-style-type: none"> <li>Cloud-based software provider</li> <li>IT service provider</li> </ul>
<b>Characteristics of protected classifications under California or federal law such as race, ethnicity, color, religion, sex, national origin, citizenship status, age, disability, medical condition, marital status, military or veteran status, to the extent disclosed by you</b>	<ul style="list-style-type: none"> <li>Allowing for compliance with and monitoring of equal employment opportunity requirements under federal and state law</li> </ul>	<ul style="list-style-type: none"> <li>Cloud-based software provider</li> <li>IT service provider</li> <li>Government agencies</li> </ul>
<b>Information about your health, including any medical condition, health and sickness records, where necessary, relevant and disclosed by you</b>	<ul style="list-style-type: none"> <li>Assessing your skills, qualifications and suitability for a position</li> <li>Ascertaining your fitness to work, where necessary</li> <li>Complying with health and safety obligations</li> </ul>	<ul style="list-style-type: none"> <li>Cloud-base software provider</li> <li>IT service provider</li> </ul>
<b>In some instances, criminal convictions (after disclosure to and authorization by you consistent with federal and state law)</b>	<ul style="list-style-type: none"> <li>Assessing your skills, qualifications and suitability for a position</li> </ul>	<ul style="list-style-type: none"> <li>Cloud-based software provider</li> <li>IT service provider</li> </ul>
<b>Publicly available information about you, for example from professional directories, the internet and social media</b>	<ul style="list-style-type: none"> <li>Assessing your skills, qualifications and suitability for a position</li> </ul>	<ul style="list-style-type: none"> <li>Cloud-based software provider</li> <li>IT service provider</li> </ul>

If you are applying for a position as a partner, we will also collect, store and use the following categories of personal information about you for the purpose of assessing your skills, qualifications and suitability for a position and making a decision about your partnership. Our disclosure of this information is consistent with the above-listed recipients.

- Compensation history (cash and non-cash) and financial information
- Disciplinary proceedings with any regulatory body
- Any claims information, such as professional negligence claims in which you have been involved or associated
- Details of your professional indemnity insurance
- Details of any pending or completed administrative proceeding, arbitration, or criminal or civil court action
- Complaints filed with any court or administrative body as to your personal conduct
- Any history of being a target, subject, or witness, or being interviewed in connection with, any administrative proceeding or investigation, arbitration or criminal or civil court action or investigation
- Any sanctions imposed by any court or administrative proceeding or arbitration
- Any disciplinary, grievance, or similar procedures before a court, or other committee, agency, or administrative or regulatory body responsible for considering such matters
- Any civil action instituted against you
- Any outside interests, such as directorships
- Any filing of bankruptcy or insolvency proceedings by you or a business owned or controlled by you, or of which you were an officer, director, general partner, or manager

## 2. Purposes for Using Personal Information

In addition to the purposes identified above, we may also use and disclose the categories of Personal Information identified above to address legal or regulatory disputes or investigations involving you or our hiring or recruitment practices.

## 3. Retention of Personal Information

We store personal information for as long as necessary to carry out the purposes for which we originally collected it and for other legitimate business purposes, including meeting our legal, regulatory or other compliance obligations. This generally means that we keep the personal information we collect from you as described herein for a period of time after you apply if your application is unsuccessful and until your relationship with the firm ends if your application is successful, all as required by applicable legal, regulatory and contractual obligations.

## 4. No Sale or Sharing of Personal Information

We do not sell your personal information with third parties. We also do not share your personal information for cross-context behavioral advertising.

## 5. Mayer Brown Privacy Policy

For more information about our privacy practices, including your rights under the California Privacy Rights Act, please refer to our Privacy Policy and Privacy Policy for California Residents available at [www.mayerbrown.com/en/legal-notices/privacy-notice](http://www.mayerbrown.com/en/legal-notices/privacy-notice).

## 6. Questions

If you have any questions about this Notice, or to request this Notice in another format, please contact [privacy@mayerbrown.com](mailto:privacy@mayerbrown.com).

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Mayer Brown is a distinctively global law firm, uniquely positioned to advise the world's leading companies and financial institutions on their most complex deals and disputes. With extensive reach across four continents, we are the only integrated law firm in the world with approximately 200 lawyers in each of the world's three largest financial centers—New York, London and Hong Kong—the backbone of the global economy. We have deep experience in high-stakes litigation and complex transactions across industry sectors, including our signature strength, the global financial services industry. Our diverse teams of lawyers are recognized by our clients as strategic partners with deep commercial instincts and a commitment to creatively anticipating their needs and delivering excellence in everything we do. Our "one-firm" culture—seamless and integrated across all practices and regions—ensures that our clients receive the best of our knowledge and experience.

Please visit [mayerbrown.com](http://mayerbrown.com) for comprehensive contact information for all Mayer Brown offices.

Any tax advice expressed above by Mayer Brown LLP was not intended or written to be used, and cannot be used, by any taxpayer to avoid U.S. federal tax penalties. If such advice was written or used to support the promotion or marketing of the matter addressed above, then each offeree should seek advice from an independent tax advisor.

This Mayer Brown publication provides information and comments on legal issues and developments of interest to our clients and friends. The foregoing is not a comprehensive treatment of the subject matter covered and is not intended to provide legal advice. Readers should seek legal advice before taking any action with respect to the matters discussed herein.

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