

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 the purposes for which we use such Personal Information. 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 relates to an identified or identifiable person. 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 and use the following categories of Personal Information about you to manage your application:

Category of Personal Information Collected	How We Use the Personal Information
All details included in your resume, cover letter or application, such as your education and employment history	<ul style="list-style-type: none"> Assessing your skills, qualifications and suitability for a position Carrying out background checks, as necessary and consistent with all applicable federal and state consumer reporting laws Carrying out reference checks and/or employment verification procedures
Personal contact details such as your name, address, telephone numbers and personal email address	<ul style="list-style-type: none"> Communicating with you about the application process Carrying out background checks, as necessary and consistent with all applicable federal and state consumer reporting laws

	<ul style="list-style-type: none"> • Carrying out reference checks
Social security number, date of birth	<ul style="list-style-type: none"> • Carrying out reference checks • Carrying out background checks, as necessary and consistent with all applicable federal and state consumer reporting laws • Checking that you are legally entitled to work in the U.S.
Feedback on your application and any subsequent interview notes	<ul style="list-style-type: none"> • Assessing your skills, qualifications and suitability for a position
Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions, to the extent disclosed by you	<ul style="list-style-type: none"> • Allowing for compliance with and monitoring of equal employment opportunity requirements under federal and state law
Information about your health, including any medical condition, health and sickness records, where necessary, relevant and disclosed by you	<ul style="list-style-type: none"> • Assessing your skills, qualifications and suitability for a position • Ascertaining your fitness to work, where necessary • Complying with health and safety obligations
In some instances, criminal convictions (after disclosure to and authorization by you consistent with federal and state law)	<ul style="list-style-type: none"> • Assessing your skills, qualifications and suitability for a position
Publicly available information about you, for example from professional directories, the internet and social media	<ul style="list-style-type: none"> • Assessing your skills, qualifications and suitability for a position

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:

- 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 share the categories of Personal Information identified above to address legal or regulatory disputes or investigations involving you or our hiring or recruitment practices

3. Mayer Brown Privacy Policy

For more information about our privacy practices, please refer to our Privacy Policy available at www.mayerbrown.com/en/legal-notices/privacy-notice.

4. Questions

If you have any questions about this Notice, or to request this Notice in another format, please contact privacy@mayerbrown.com.

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 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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