



CALIFORNIA JOB APPLICANT PRIVACY NOTICE

October 2, 2023

Discovery Education Inc. (“Discovery Education”, “We”, “Us”, or “Our”) are committed to protecting and respecting your privacy. This Job Applicant Notice (“Job Applicant Notice”) describes how We process personal information of California job applicants in connection with Our recruitment processes. This Job Applicant Notice is designed to meet obligations under the California Consumer Privacy Act, as amended by the California Privacy Rights Act (together, the “CCPA”). Capitalized terms used but not defined in this Job Applicant Notice shall have the meanings given to them under the CCPA. Please read the following carefully to understand Our views and practices regarding your personal information and how We will treat it.

For the purpose of the CCPA, Discovery Education is a Business.

Scope

We use Workable, an online application provided by Workable Software Limited, to assist with Our recruitment process. We use Workable to process personal information as a service provider on Our behalf. Workable is only entitled to process your personal information in accordance with Our instructions.

Where you apply for a job opening posted by Us, this Privacy Notice will apply to Our processing of your personal information.

Under the CCPA, “Personal Information” is information that identifies, relates to, or could reasonably be linked with a particular consumer (California resident) or household. “Personal Information” does not include publicly available information, deidentified or aggregated information, or information covered by certain sector-specific privacy laws. “Sensitive Personal Information” refers to information that reveals a consumer’s 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; contents of mail, email, and text messages unless Discovery Education is the intended recipient of the communication; genetic data; biometric information; health information, information concerning a consumer’s sex life or sexual orientation.

Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal information and may also collect data from Us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice.

This Job Applicant Notice does not apply to our current or former employees or independent contractors, which are addressed in our California Personnel Privacy Notice available from our human resources department.

Your Personal Information

Information We Collect from You

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, We process personal details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to Us, as well as your video in case you conduct your interview using the Video Interview feature.
- If you contact Us, We may keep a record of that correspondence.
- A record of your progress through any hiring process that We may conduct.
- Details of your visits to Workable's Website including, but not limited to, traffic data, location data, weblogs and other communication data, the site that referred you to Workable's Website and the resources that you access.

Information We Collect from Other Sources

Workable provides Us with the facility to link the data you provide to Us, with other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn and other social media profiles.

Workable's technology allows Us to search various databases – some publicly available and others not, which may include your personal information (include your CV or Resumé), to find possible candidates to fill Our job openings. Where We find you in this way, We will obtain your personal information from these sources.

We may receive your personal information from a third party who recommends you as a candidate for a specific job opening or for Our business more generally.

Uses Made Of Your Information

Purposes of Processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that We receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill Our job openings.
- To help Our service providers (such as Workable and its processors and data providers) and Partners (such as the job sites through which you may have applied) improve their services.

Automated Decision Making/Profiling

We may use Workable's technology to select appropriate candidates for Us to consider based on criteria expressly identified by us, or typical in relation to the role for which you have applied. The process of finding suitable candidates is automatic, however, any decision as to who We will engage to fill the job opening will be made by Our staff.

Disclosure of Your Information

As set out above, We pass your information to Our third-party service providers, including Workable, who use it only in accordance with Our instructions and as otherwise required by law.

Where you have applied for a job opening through the Indeed Apply functionality, and where you have consented to this disclosure, We will disclose to Indeed certain personal information that We hold, including but not limited to a unique identifier used by Indeed to identify you, and information about your progress through Our hiring process for the applicable job opening, as well as tangible, intangible, visual, electronic, present, or future information that We hold about you, such as your name, contact details and other information involving analysis of data relating to you as an applicant for employment (collectively “Disposition Data”). Indeed’s Privacy Notice in respect of Indeed’s use of the Disposition Data is available on Indeed’s website.

Where you have applied to a job opening through another job board or similar site, We may disclose data similar to the Disposition Data defined above to such job board or similar site. The job board or similar site shall be the Business of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by Us.

How We Store Your Personal Information

Security

We take appropriate measures to ensure that all personal information is kept secure including security measures to prevent personal information from being accidentally lost, or used or accessed in an unauthorized way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorized manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do Our best to protect your personal information, We cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

Where We Store Your Personal Information

Where We store your personal information in Our own systems, it is stored in the United States.

The data that We collect from you and process using Workable’s Services may be transferred to, and stored at, a destination inside or outside the United States. It may also be processed by staff operating in the United States and outside the United States who work for Us or for one of Our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your orders, the processing of your payment details and the provision of support services. By submitting your personal information, you acknowledge and agree to this transfer, storing or processing.

How long We Keep Your Personal Information

We will hold all the data for 24 months and may consider you for the role for which you have applied or other open roles. Your personal information will be deleted on one of the following occurrences:

- deletion of your personal information by you (or by your authorized agent); or
- receipt of a written request by you (or by your authorized agent) to us.

Your Privacy Rights

Under the CCPA you have a number of important rights free of charge. We will respond to verifiable requests received from California residents as required by law. The instructions for submitting such a request are provided below.

In summary, those include rights to:

- **Do-Not-Sell and Do-Not-Share:** California residents have the right to opt-out of the sale of their personal information and the sharing of their personal information for purposes of cross-context behavioral advertising. **We do not sell or share your personal information.**
- **Limit the Use of Sensitive Personal Information:** California residents have the right in certain instances to request that we limit the use and sharing of their sensitive personal information.
- **Initial Notice:** We are required to notify California residents, at or before the point of collection of their personal information, the categories of personal information collected and the purposes for which such information is used.
- **Request to Delete:** California residents have the right to request deletion of their personal information that we have collected about them and to have such personal information deleted, except where an exemption applies.
- **Request to Know:** California residents have the right to request and, subject to certain exemptions, receive a copy of the specific pieces of personal information that we have collected, used, and disclosed about them in the prior 12 months. Additionally, California residents have the right to request that we provide them certain information about how we have handled their personal information in the prior 12 months, including the:
 - categories of personal information collected;
 - categories of sources of personal information;
 - our business and/or commercial purposes for collecting the personal information; and
 - categories of third parties with whom we have shared personal information.
- **Request to Correct:** California residents have the right to request that we correct inaccurate personal information that we maintain.
- **Right to Non-Discrimination:** The CCPA prohibits discrimination against California residents for exercising their rights under the CCPA. Discrimination may exist where a business denies or provides a different level or quality of goods or services, or charges (or suggests that it will charge) different prices, rates, or penalties on residents who exercise their CCPA rights, unless doing so is reasonably related to the value provided to the business by the residents' data.
- **Financial Incentives:** A business may offer financial incentives for the collection, sale or deletion of California residents' personal information, where the incentive is not unjust, unreasonable, coercive or usurious, and is made available in compliance with applicable transparency, informed consent, and opt-out requirements. California residents have the right to be notified of any financial incentives offers and their material terms, the right to opt-out of such incentives at any time, and may not be included in such incentives without their prior informed opt-in consent. **We do not offer any such incentives at this time.**

Submitting Requests. If you are a California resident and would like to make a request to exercise your rights under the CCPA, please contact us at: privacy@discoveryed.com and insert "California Privacy Rights Request" in the subject line or call this toll-free number: 1-800-323- 9084.

You may also designate an authorized agent to make a request on your behalf by submitting your authorization to us via a verified form of communication, such as through the email address you previously provided to us or previously used to communicate with us. Please allow 45 days for a response.

We will use the following process to verify Requests to Know, Requests to Delete, and Requests to Correct: We will acknowledge receipt of your request within 10 days of receipt, verify it using processes required by law, then process and respond to your request as required by law. To verify such requests, we may ask you to provide the following information:

- For a request to know categories of personal information which we collect, we will verify your identity by matching at least two data points provided by you against information in our systems which are considered reasonably reliable for the purposes of verifying a consumer's identity.
- For a request to know specific pieces of personal information or for requests to delete, we will verify your identity by matching at least three pieces of personal information provided by you to personal information maintained in our systems and also by obtaining a signed declaration under penalty of perjury that the requestor is the consumer whose personal information is the subject of the request.

You may use an authorized agent to make a request on your behalf. We will require the authorized agent to provide a power of attorney valid under California law, or provide: (1) proof that you gave the agent signed permission to submit the request; (2) verification of the consumer's own identity with respect to a right to know categories, right to know specific pieces of personal information, or requests to delete which are outlined above; and (3) direct confirmation that the consumer provided the authorized agent permission to submit the request.

For more information about our privacy practices, you may contact us as set forth in the Section below titled "Contact Us."

Do Not Track Disclosure

Discovery Education does not track its job applicants over time and across third-party websites to provide targeted advertising and therefore does not respond to Do Not Track (DNT) signals.

Contact Us

All questions, comments and requests regarding this Job Applicant Privacy Notice or our privacy practices, please contact us by email, telephone or postal mail as follows:

Discovery Education, Inc.
Attn: General Counsel and Privacy Counsel
4350 Congress Street
Suite 700
Charlotte, NC 28209
Email: privacy@discoveryed.com
Tel: 1-800-323-9084