

## AURORA SOLAR, INC. CANDIDATE PRIVACY NOTICE

Effective Date: April 2, 2021

### 1. Introduction

This notice ("**Notice**") describes how Aurora Solar, Inc. ("**Company**", "**we**", "**us**" and "**our**") collects, uses and shares your personal information if you apply, or are recruited, for a job with us or one of our affiliates and are a California resident or based in the European Economic Area or the United Kingdom ("**candidates**").

You understand that, by submitting your application or other personal information relating to your candidacy for a job with us, we will collect, use and disclose your personal information as described in this Notice.

Our privacy practices outside of the job recruitment context are described in the Aurora Solar [Privacy Policy](#).

This Notice does not create or form part of any contract for employment or otherwise.

### 2. Information we collect about candidates

#### 2.1 *Categories of 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, writing samples, references, work history, education transcripts, 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 recruiting exercises;
- **Immigration status** and other information that would allow us to verify your employment eligibility;
- **Biographical information**, such as name, 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, drug/alcohol 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
- **Medical information** if you meet with us in-person, such as your body temperature, health symptoms and other screening information in connection with the Company's health and safety plans and protocols, including screening required to access Company offices/facilities and other measures designed to prevent the transmission of COVID-19 or other infectious diseases.
- **Candidate experience and demographic data**, we may voluntarily request certain data for internal reporting on your experience with our recruitment process and demographic level data, such as gender and ethnicity, for benchmarking. This data is maintained separately from your application, on an anonymized basis.
- **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.

## 2.2 *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 professional network profiles** 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 [Cookie Policy](#) and our [Privacy Policy](#) for more information; and
- **Company personnel** who share information about candidates.

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

#### 3.1 *Purposes for which we use personal information*

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

- **Recruitment management.** Managing recruitment generally, such as:
  - operating the careers website we maintain at <https://www.aurorasolar.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, including by complying with applicable public health guidelines and requirements, including, without limitation, guidance from the U.S. Centers for Disease Control or other public health authorities relating to the prevention and control of COVID-19 or other infectious diseases;
  - investigating and deterring against fraudulent, harmful, unauthorized, unethical or illegal activity, or conduct in violation of our policies or procedures;

- controlling access to and monitoring our physical premises (e.g., by requiring health screenings to access offices/facilities; 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.

### 3.2 *Sharing personal information*

We may share your personal information with other parties as necessary for the purposes described above. For example, we may share your personal information with:

- **Affiliates.** Our corporate parent, subsidiaries, and other affiliates under the control of our corporate parent, for purposes consistent with this Notice or to operate shared infrastructure, systems and technology.
- **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.
- **Government authorities, law enforcement and others.** Government authorities, law enforcement, courts, and others as described in the [compliance, safety and fraud prevention](#) section above.
- **Business transfers.** Parties to transactions and potential transactions whereby we sell, transfer or otherwise share some or all of our business or assets, including your personal information, such as a corporate divestiture, merger, consolidation, acquisition, reorganization or sale of assets, or in the event of bankruptcy or dissolution.
- **Professional advisors.** Lawyers, immigration advisors, and other outside professional advisors.

Aurora Solar may also disclose your personal information to regulatory authorities (including tax authorities), government agencies, law enforcement authorities, parties (including our legal or other advisors) in legal proceedings involving Aurora Solar, or for the purposes described in the [compliance, safety and fraud prevention](#) section above.

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

### 4.1 *Third parties*

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. Our links to third party websites or services are not endorsements.

#### 4.2 *Changes to this Notice*

We reserve the right to change this Notice at any time. The “**Effective Date**” heading at the top of this Notice indicates when we last made material changes to the Notice. Any changes will become effective when we post the revised notice on our Careers Site.

#### 5. **Children**

Our jobs and the Careers Site are not intended for minors under the age of 18.

#### 6. **Your obligations**

You should keep your personal information on file with us up to date and inform us of any significant changes to it.

We may delete personal information about you (including your CV/résumé) from our database at any time and without providing any reason. Therefore, please retain your own copy of the personal information provided to us.

You are responsible for the information you submit and we will not be responsible or liable for any violation of third party privacy, confidentiality or intellectual property rights arising from the information submitted to us in connection with your candidacy.

#### 7. **Data security**

We have implemented a number of technical, physical and organizational measures to protect your personal information against unauthorized or accidental destruction, alteration or disclosure; misuse; damage; theft or accidental loss; and unauthorized access. However, no security measures are failsafe.

#### 8. **Candidates in the European Economic Area and United Kingdom**

This section applies only to candidates in the European Economic Area and United Kingdom.

8.1 The Controller of your personal information is Aurora Solar, Inc., or if different, one of its subsidiaries identified to you.

8.2 The legal bases of our processing of your personal information as described in this Notice will depend on the type of personal information and the specific context in which we process it. However, the legal bases we typically rely on are as follows:

- (a) Because you voluntarily provide this information and consent for us to process it (and where our processing is based on your consent, you may withdraw your consent any time as permitted by applicable law);
- (b) Because this information is necessary to take steps at your request prior to entering into a work relationship;
- (c) Because we have a legitimate interest in assessing your capabilities and qualifications for a job;
- (d) To comply with a legal obligation; or
- (e) Where necessary to protect the vital interests of any person.

- 8.3 If you may to request to review, correct, update, restrict or delete your personal information, object to the processing of your personal information, or if you would like to request to receive an electronic copy of your personal information for purposes of transmitting it to another organization, you may contact us as indicated below in the “Contact Us” section. We will respond to your request consistent with applicable law. In your request, please make clear what personal information you are inquiring about. For your protection, we only implement requests with respect to the information associated with the particular email address that you use to send us your request, and we may need to verify your identity before implementing your request. Please note that certain personal information may be exempt from such requests pursuant to applicable data protection laws or other laws and regulations.
- 8.4 Aurora Solar may transfer your personal information for the purposes specified in this Notice to any Aurora Solar subsidiary or affiliated company or any of its subcontractors located in the United States and other countries, which may not offer a level of data protection deemed adequate under European data protection laws. Aurora Solar will seek to ensure that all personal information subject to European data protection laws are made subject to safeguards required by such laws. For more information regarding transfers of personal information, you may contact as specified in the Contact Us section below.
- 8.5 We will retain personal information for the period necessary to fulfil the purposes outlined in this Notice unless a longer retention period is required or permitted by law. The criteria used to determine our retention periods are: (i) the duration of the application process; (ii) the period of time that we have an ongoing relationship with you; (iii) as required by a legal obligation to which we are subject; and (iv) as advisable in light of our legal position (such as in regard of applicable statutes of limitations, litigation, or regulatory investigations). We may remove personal information from our database, subject to any applicable legal or regulatory obligations.
- 8.6 If you have a concern about any aspect of our privacy practices, including the way we have handled your personal information, you can report it to your data protection regulator. You can find your data protection regulator here: [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en)

## **9. Contact us**

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