



Array Technologies Job Applicant Privacy Notice

Introduction

Thank you for your interest in joining Array Tech Inc. (“Array,” “we,” “our,” or “us”). When you apply for a job with us, we collect certain personal information in connection with your application. This Job Applicant Privacy Notice (“Notice”) explains how we collect, use, secure, transfer, and disclose your information during and after the application process. This Notice also describes the rights you may have regarding your information, and how to exercise those rights.

This Notice describes the following:

- Scope and Applicability
- Information We Collect
- Sources of Personal Information
- How We Use Information
- When We Disclose Information
- Transferring your Personal Information
- How We Retain Information
- How We Protect Information
- Your Choices and Rights
- Communications Preferences
- Minimum Age Requirements
- Changes to This Notice
- Complaints
- Contact Us





Scope and Applicability

This Notice describes our privacy practices when you apply for employment with Array. This Notice does not cover the following:

- Array Customers - This Notice does not cover your interactions with Array outside the context of applying for a position, such as browsing our website to view our products and services or connecting with us for business purposes, projects, or other reasons. Please see our [Privacy Notice Website](#) for more information.
- Array Employees - Please contact privacy@arraytechinc.com to learn more about our privacy practices regarding the personal information of Array employees.

Array does not recruit or hire the following:

- Children under 16 - We do not process or retain job applications from children under 16, nor do we direct any open positions or other content toward audiences under 16.

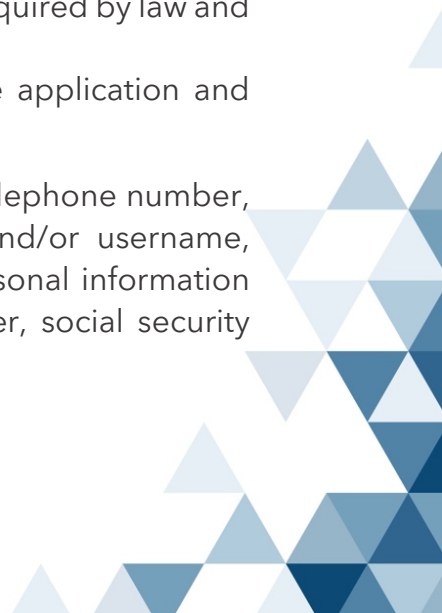
Information We Collect

We collect personal information about you during the recruitment process. "Personal information" is any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with you or your household. This Notice also applies to "sensitive personal information" (SPI), a category of personal information. SPI includes data like your social security number and account log-in credentials. This Notice does not apply to information that is not personal, like anonymous, de-identified, or aggregated data (such as hiring summary statistics).

If you fail to provide certain personal information when requested, we may not be able to process your application. The categories of personal information processed by us identified in this Notice are subject to change from time to time, as required by law and as our business practices evolve.

We collect the following categories of information throughout the application and interviewing process:

- **Identifiers/Contact information**, like your name, alias(es), telephone number, signature, email address, postal address, account name and/or username, signatures, and certain identifiers described as sensitive personal information including passport number, birth certificate, state ID number, social security number, and driver's license number.



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- **Categories required to be listed specifically under certain state laws**, including certain identifiers listed above, physical characteristics or description, and insurance policy number.
- **Characteristics of protected classifications under state or federal law**, including race, color, sex/gender, gender identity, gender expression, sexual orientation, marital status, medical condition, military or veteran status, national origin, ancestry, and age.
- **Employment and performance information**, including your employment records, work history, work permit status and related immigration information, training records and certifications, job application information, and reference contact information along with the information that reference provides about you.
- **Travel information**, like your loyalty program numbers, dates and length of travel, hotel names and locations, and travel routes.
- **Internet or other electronic network activity information**, including, but not limited to, your IP address, device ID, location data (collected from your device and/or derived from your IP address), and certain information regarding interactions with internet websites, applications, or advertisements.
- **Images and recordings of you**, like your photograph, voice, audio/video recordings and transcripts of our in-person or online events, interviews and/or calls, and security footage from CCTVs of you on our premises.
- **Geolocation data**, including approximate location data based on your IP address.
- **Audio, electronic, visual or similar information**, including facial images from onsite cameras.
- **Education information**, such as school attended, GPA, extracurricular activities, and graduation date.
- **Categories of sensitive personal information** that may receive heightened protection, including personal information that reveals:
 - Social security, driver's license, birth certificate, state identification card, or passport number; or
 - Racial or ethnic origin.

To learn about your information collection choices, see the ["Your Privacy Choices"](#) section below.

Sources of Personal Information

We receive information about you from the following sources:

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- Directly from you;
- Previous and current employers;
- Service providers (e.g., recruiters);
- Background check services;
- Online sources including social networks and recruiting sites (e.g., LinkedIn);
- Open government databases; and
- Other public sources.

We also may collect some information automatically when you browse our website. Array, our service providers, and other third parties collect information about you automatically in the following ways:

- If you use our website, we may use third party cookies and other web beacons to collect browsing data. For more information, please see our [Privacy Notice Website and Cookie Notice](#).
- If you applied for a job through a third party, they may collect information about you. For more information, see their privacy policies.

How We Use Information

We use the Personal Information we collect to evaluate your eligibility for job opportunities with Array. We only process personal information where permissible by law, required to perform our application and recruitment services, necessary to enter into an employment contract with you, to comply with a legal obligation that applies to us, for our legitimate interests or the legitimate interests of third parties, or with your consent if applicable law requires consent. We may use your information for the following purposes:

- **Communicate with you** - We process your personal information to enable you to access and use the Services that you request, including contacting you during the screening and interviewing process and communicate with you through the course of the recruitment process;
- **Evaluate your application** - We use your information to assess your application for employment;
- **Verify your information** - We use your information to verify that the information you and others provide is true and accurate, such as for reference checks;

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- **Maintain hiring processes** - We use your information to provide, operate, monitor, and maintain our hiring processes, such as evaluating your application for employment;
- **Provide and improve necessary functionality** - We use your information to provide you with the necessary functionality required during your application process, and to analyze and improve the applicant experience;
- **Promote security** - We use your information to investigate and prevent fraudulent transactions, unauthorized access to our systems, and other illegal activities by verifying that the information you and others provide is true and accurate, such as for reference checks;
- **Develop and improve our Services** - We process your personal information for legitimate business purposes, such as internally evaluating the recruitment process, submitting reports as required by law, and resolving legal disputes;
- **Legal, Regulatory, Safety and Compliance purposes** - We process your information for purposes of compliance with laws or regulations and to review compliance with applicable usage terms, such as work eligibility in the country of employment;
- **Other purposes** - We process your information for other legitimate business purposes as required by law and determined by us for maintaining an effective hiring process.

When We Disclose Information

We disclose your personal information as required by law and as part of our business practices. We only share personal information of applicants as described below:

A. Legal or Business Purposes

We collect and process your personal information only where we have legal or business purpose for doing so under applicable laws. This reason depends on our relationship with you and how you choose to interact with us. This means we collect and use your personal information only:

- With your consent;
- To fulfill our contractual obligations to you;
- To operate our business, including to improve and develop our services, for fraud prevention purposes, improve user experience, or other legitimate interest; and/or

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- As otherwise in compliance with law.

B. Service Providers

We disclose your information to service providers that require access to your information to support our business operations. The service providers that Array shares your information with include:

- Professional services advisors to protect and manage our business interests;
- Cloud hosting providers to provide data storage and processing services;
- Business partners to assess and improve Array hiring practices;
- Corporate and information technology service providers to facilitate business operations and communications; and
- Other suppliers, sub-contractors, partners, vendors, and service providers acting on our behalf.

These service providers are contractually obligated to use your personal information only as necessary to provide services to Array.

C. Legal or Public Authorities

We disclose personal information to legal or public authorities when disclosure is:

- To comply with any applicable law, regulation, legal process, or government request;
- To enforce or apply agreements, or initiate, render, bill, and collect for products and services (including disclosure to collection agencies to obtain payment);
- To protect against harm to the rights, property, or safety of Array, you, or the public;
- To protect you or others from fraudulent, abusive, or unlawful use of these services, and other fraudulent activity; and
- To respond to an emergency.

Where required or permitted by applicable law, Array protects personal information by requesting protective orders or confidentiality agreements, redacting personal information from documents prior to production or disclosure, or other legally permissible means.

D. Business Transfer or Transaction

We may disclose or transfer personal information about you as part of a corporate business transaction, like a merger or acquisition, divestiture, sale of company assets,



or in the event of insolvency, bankruptcy, or receivership. In these cases, we may transfer personal information as a business asset.

Transferring your Personal Information

If you do not reside in the United States, we may transfer your personal information to the United States and other jurisdictions that may not be deemed to provide the same level of data protection as your home country. To the extent required by law, we take measures to protect the cross-border transfer of your information, including using Standard Contractual Clauses (SCCs) for transfers.

If you have any questions about the legal bases for processing your personal information, please refer to the "**Your Choices and Rights**" section below or contact us at the address listed in the "**Contact Us**" section.

Retaining your Personal Information

We retain your personal information for as long as necessary for us to comply with legal obligations, resolve disputes, enforce rights, or as is reasonably necessary for business. To determine the appropriate retention period for personal information, we consider the amount, nature and sensitivity of personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, why we are processing your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements. In some circumstances, we may anonymize your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

If you apply for a position and are not selected, we retain your application information for 2 years. If you apply for a position and are selected to be hired at Array, your application becomes part of your employee file and is retained and destroyed in accordance with our document retention policy.

Protecting your Personal Information

We use reasonable and appropriate physical, technical, and administrative safeguards to protect your information from unauthorized use, access, loss, misuse, alteration, or destruction. We also require that service providers acting on our behalf or with whom we share your information also provide such security measures under industry standards.

Although we have security safeguards in place, we cannot guarantee absolute security in all situations. If you have questions about our security practices, please contact us using the email address in the "**Contact Us**" section below.



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Your Choices and Rights

You have certain choices available about the personal information we have about you. Where appropriate or legally required, we describe how we use the personal information collected, so you can make choices about how your data is used.

A. Your Rights

Depending on where you live, you may have certain choices and rights available when it comes to how we collect and use your personal information. Array extends these rights to everyone, regardless of where you are located. Please note, failure to provide necessary personal information may disqualify an applicant from employment.

- **Right to Know** - You have the right to request access and receive information about personal information we collect, how we use your personal information, and how we share it. This includes the right to request proof of our authorization to process personal information by law or by consent.
- **Right to Portability** - You have a right to receive your information in a structured, machine-readable format.
- **Right to Correct** - You have the right to request correction of your personal information, where it is inaccurate or incomplete.
- **Right to Delete** - You have the right to request that we delete your personal information under certain circumstances.
- **Right to Opt-out of the Sale or Sharing of Information** - You have the right to opt out of the sale or sharing of information. Array does not share or sell applicant personal information, so you do not need to take any additional steps to opt out of this type of disclosure.
- **Right to Object to Processing** - You can object to our processing of your personal information based on our legitimate interests. We will no longer process your personal information unless we can demonstrate an overriding legitimate purpose.
- **Right to Object to Automatic Decision Making or Profiling** - You have the right to object to the use of your personal information for automated decision making or profiling which produces legal effects concerning him or her in a similarly significant way.
- **Right to Limit the Use of Sensitive Personal Information** - You have the right to limit the use of sensitive personal information (SPI) collected by us to only uses which are reasonably necessary to the average consumer for performing services on behalf of the business. We do not use SPI for the purpose of inferring characteristics about you. Therefore, there are no additional steps to take to limit this type of processing.

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- **Right to Restrict Processing** – You have the right to ask us to restrict processing of your personal information:
 - Where you believe your personal information is inaccurate and while we verify accuracy;
 - Where we want to erase your personal information as the processing is unlawful, but you want us to continue to store it;
 - Where we no longer need your personal information for our processing, but you require us to retain the data for the establishment, exercise, or defense of legal claims; or
 - Where you have objected to us processing your personal information based on our legitimate interests and we are considering your objection.
- **Right to Non-Discrimination** – You have the right to not receive discriminatory treatment for exercising any of your rights. We do not treat you differently for exercising the rights described above.

Deleting your information may remove you from consideration for employment with Array. We must collect certain types of information to assess candidacy for positions and to consider your application. You may also request we withdraw your application for a specific position without deleting your information.

B. Exercising Your Rights

You can exercise the rights listed above by:

- Sending an email with your request to privacy@arraytechinc.com; or
- Calling us at 1-888-992-8318.

We respond to requests within a reasonable amount of time. Your request and choices may be limited in certain cases, for example, if fulfilling your request is not permitted by law or if we have compelling legitimate interests to keep your information. Some jurisdictions may place additional restrictions on how we process your personal information and our practices in those jurisdictions may be more restrictive than those described in this Notice.

C. Identity Verification

To help protect your privacy and maintain security, we take steps to verify your identity before responding to requests. To verify your identity to make the request and confirm that the personal information relates to you, we may ask for information that appeared on your job application, such as name and submission record.



D. Authorized Agents

Depending on the jurisdiction in which you reside, you may have an authorized agent submit an access request on your behalf. If you wish to use an authorized agent, you must provide the party with written permission signed by you. We may deny a request from an authorized agent if the agent cannot provide your signed permission demonstrating that you have authorized them to act on your behalf.

Communications Preferences

You can choose whether to receive optional communications from us by email, SMS, physical mail, and telephone related to new jobs or roles that become available. If you receive these optional email or SMS messages from us and would like to stop, you can do so by following the directions in that message or by contacting us as described in the “**Contact Us**” section below. These choices do not apply to certain informational communications, including communications about an existing application with us.

Minimum Age Requirements

Array does not direct its Site, services, and products to children under 16. We do not knowingly collect personal information from anyone under the age of 16. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us as described in the “**Contact Us**” section below. If we become aware that we have collected personal information from anyone under the age of 16 without verification or parental consent, we take steps to remove such information.

Complaints

To the extent that the above rights apply to you, Array encourages you to contact us with any complaints and issues at privacy@arraytechinc.com. If your complaints or issues remain unresolved, you may also address any grievance directly with the relevant data protection authority in the country where you live, where you work or where you feel your rights were infringed.

- If you live in the European Economic Area, you may find contact information for your Data Protection Authority [here](#).
- If you live in Brazil, you may contact your Data Protection Authority [here](#).
- If you live in California, you may contact the California Privacy Protection Agency [here](#).
- If you live in the US outside of California, you may find contact information for your state Attorney General [here](#).





Changes to This Notice

This Notice may be modified at any time and for any reason. Any changes that we make to this Notice in the future will be communicated to applicants via email. Array's Legal team reviews this Notice on a regular basis and at least annually.

Contact Us

To submit questions about this Notice or other privacy-related inquiries, please contact us by:

- Sending an email with your question to privacy@arraytechinc.com; or
- Calling us at 1-888-992-8318.

