

## Candidate Privacy Policy

Effective August 15, 2024

Thank you for your interest in Comcast Spectacor, LLC (“Comcast Spectacor”, “us”, or “we”). This Candidate Privacy Policy (“**Privacy Policy**”) explains how we collect, use, and otherwise process candidate-related personal information during our recruitment and selection process. This Privacy Policy explains:

- [When this Privacy Policy applies](#)
- [Information we collect](#)
- [How and when we use information](#)
- [When and with whom we share information](#)
- [How we protect your information](#)
- [Changes to this Privacy Policy](#)
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For questions on this Privacy Policy, please contact us by email at [privacy@comcastspectacor.com](mailto:privacy@comcastspectacor.com) or by phone at 844- 963-0293.

### 1. When this Privacy Policy applies

This Privacy Policy applies to any personal information Comcast Spectacor collects when you apply for employment with Comcast Spectacor. This includes information submitted by an individual during the application process.

#### **Learn more about when this Privacy Policy applies**

This Privacy Policy does not constitute or form part of any employment contract, nor does it cover the processing of personal information that may occur in the context of employment. If you visit our websites or utilize any Comcast Spectacor service in your personal capacity, the Comcast Spectacor [Privacy Policy](#) applies.

In certain circumstances, you may submit your application for employment through a third-party service that displays our job posting. Comcast Spectacor does not control the privacy practices of these third-party services. Please review their privacy policies carefully prior to submitting your application materials.

### 2. Information we collect

To conduct our hiring process, we need to collect your personal information. Depending on the nature of your interaction with Comcast Spectacor, this information may include your name, contact information, employment history, and educational history. We may also collect information about you from third parties, as well as automatically on our careers page through cookies and other tracking technologies.

#### **Learn more about the information we collect and see examples**

*A. Information we collect from you*

- **Name and other personal details**, such as your email address, telephone number, and physical address, and certain information we use to further our goal of maintaining a diverse workforce, such as race, ethnicity, gender, and veteran status.
- **National identifiers and work eligibility information**, such as your Social Security number, driver's license number, visa status, and citizenship status.
- **Job qualifications and related information**, including your resume, previous work experience, education, awards, qualifications, certificates, licenses, and membership in professional bodies.
- **Visual information**, including CCTV footage of you at our office locations and your photograph for a visitor badge.
- **Any other information you elect to provide to us in the context of your candidacy**, including information from social media sites if you choose to link your application to a social media page.

*B. Information we collect from other sources*

- **References**, including opinions and comments of any previous employer or reference on your work habits, performance, and fitness for employment.
- **Results of background checks and screening**, including education verification, criminal record checks, and drug screening.

*C. Information we collect automatically*

When you visit our websites, certain information about your use is automatically collected. This includes information about your device, such as your IP address and device identifier, and information about your visit, such as the date and time of your visit, specific pages or content accessed, and referring website address. For more information about cookies, please visit the Comcast Spectacor [Privacy Policy](#).

To manage your cookie preferences, please click the Cookie Preferences tool in our footer. Please note that you will need to set preferences on each device you use to visit our website. You can also use a browser that offers you the ability to use the Global Privacy Control to communicate your privacy preferences when you visit our website. Because definitions and rules for "Do Not Track" have not yet been established, including whether such signals must be user-enabled, Comcast Spectacor does not yet respond to "Do Not Track" signals.

### 3. How and when we use information

We use the personal information we collect to conduct our hiring process and communicate with you. We may also use it to evaluate and improve the effectiveness of our hiring practices and to comply with legal obligations.

**Learn more about our uses of your information and see examples**

- **Conduct our hiring process**, determine your suitability and eligibility for employment, conduct background or reference checks, and evaluate you for current or future jobs opportunities.
- **Communicate with you** regarding your job application or other inquiries and requests.
- **Evaluate and improve the effectiveness of our hiring practices**, support our efforts to create and maintain a diverse workforce, and understand what Comcast Spectacor is doing well and what it can improve upon in the candidate journey and its operations.
- **Maintain the safety of Comcast Spectacor** and our workplace, for security or prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of Comcast Spectacor policy or rules, or other misconduct.
- **Comply with legal obligations**, establish or defend against legal claims, respond to inquiries from regulators, law enforcement agencies, or parties involved in litigation, and enforce our policies.

#### 4. When and with whom we share information

We may share the information we collect when it is necessary for our hiring process. We may also share information when required by law or to respond to legal process, or in the event of a merger, acquisition, or sale of our business.

#### Learn more about when and with whom we share information

- **With service providers** that we believe need the information to perform a technology, business, or other professional function for us in connection with our recruitment and selection process, such as our application host, IT services, accounting, auditing, and tax providers, and other professional services.
- **With government or other entities when required by law or to protect Comcast Spectacor and others**, in response to court orders, law enforcement or legal process, including for national security purposes, to establish, protect, or exercise our legal rights, as required to enforce our terms of use or other contracts, to defend against legal claims or demands, or to detect, investigate, prevent, or take action against illegal activities, fraud, or situations involving potential threats to the rights, property, or personal safety of any person.
- **With potential purchasers of our business**, if we enter into any potential or actual merger, acquisition, or sale of all or a portion of our assets. We cannot promise that an acquiring party or the merged entity will have the same privacy practices or treat your information the same as described in this Privacy Policy.

#### 5. How we protect your information

We follow industry-standard practices to secure the information we collect to prevent the unauthorized access, use, and disclosure of personal information we collect and maintain. These security practices include technical, administrative, and physical safeguards, which may vary, depending on the type and

sensitivity of the information. Although we take the responsibility of safeguarding your personal information seriously, no security measures are 100% effective and we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose your information.

## 6. Changes to this Privacy Policy

We may change this Privacy Policy over time as our business needs change. If we make material changes to this Privacy Policy that increase our rights to use personal information that we have previously collected about you, we will notify you through written, electronic, or other means. The “Effective Date” at the top of this page indicates when this Privacy Policy was last revised.

## 7. Additional notice: California

California law provides California residents with rights to receive certain disclosures regarding the collection, use, and sharing of personal information, rights to access, delete, and correct certain personal information we collect about them, restrict us from “selling” or “sharing” certain personal information, and limit our use of sensitive personal information. These rights apply to all residents of California and California residents have the right not to receive discriminatory treatment for the exercise of these privacy rights.

You or your authorized agent may submit a request to exercise these rights by emailing us at [privacy@comcastspectacor.com](mailto:privacy@comcastspectacor.com) or by calling us at **844-963-0293**.

**Learn more about your rights if you are a California resident and how to exercise them**

### *Collection, use, and retention*

The following chart describes our practices with regard to the collection, use, and retention of your information if you are a job candidate that resides in California. The categories we use to describe the information are those listed in California law. Some of the categories include very different types of information within the same category and certain personal information may fall into multiple categories. How we use and how long we keep the information within each category will vary, and not all types of information within the same category will be used for all the purposes listed.

California law also requires us to provide information regarding the criteria we use to determine the length of time for which we retain personal information. We utilize the following criteria to determine the length of time for which we retain personal information:

- The business purposes for which the information is used, and the length of time for which the information is required to achieve those purposes;
- Whether we are required to retain the information type in order to comply with legal obligations or contractual commitments, to defend against potential legal claims, or as otherwise necessary to investigate theft or other activities potentially in violation of our policies and procedures applicable to you or against the law, to ensure a secure online environment, or to protect health and safety;
- The privacy impact of ongoing retention on you; and

- The manner in which information is maintained and flows through our systems, and how best to manage the lifecycle of information in light of the volume and complexity of the systems in our infrastructure.

Individual pieces of personal information may exist in different systems that are used for different business or legal purposes. A different maximum retention period may apply to each use case of the information. Certain individual pieces of information may also be stored in combination with other individual pieces of information, and the maximum retention period may be determined by the purpose for which that information set is used.

Category	Required Information
Identifiers	<p><i>Name, email address, telephone number, physical address</i></p> <p><u>Source</u>: Directly from you.  <u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>
Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))	<p><i>Name, telephone number, driver's license number, education, employment history</i></p> <p><u>Source</u>: Directly from you; from third parties.  <u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>
Protected classification characteristics under California or federal law	<p><i>Age, national origin, gender, veteran or military status</i></p> <p><u>Source</u>: Directly from you.  <u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>
Internet or other similar network activity	<p><i>Device ID, browsing history, IP address</i></p> <p><u>Source</u>: Automatically  <u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>
Professional or employment related information	<p><i>Work history, job performance information</i></p> <p><u>Source</u>: Directly from you; from third party sources.  <u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>
Education information	<p><i>Institutions attended, degrees obtained, and courses taken</i></p> <p><u>Source</u>: Directly from you; from third party sources.  <u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>
Audio and visual information	<p><i>Video taken by security cameras if you visit our office</i></p> <p><u>Source</u>: Directly from you.  <u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>

Inferences drawn from other information	<p><i>Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes</i></p> <p><u>Source</u>: We do not actively create profiles of the preferences or interests of our candidate; however, certain of this information may be collected incidentally during the process of evaluating your application for employment</p> <p><u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>
Sensitive information	<p><i>Racial or ethnic origin, Social Security number</i></p> <p><u>Source</u>: Directly from you.</p> <p><u>Purpose of collection and use</u>: All purposes listed in How and when we use information.</p>

We do not collect the following categories from our California job candidates: biometric information, commercial information, and geolocation data.

*Disclosures to third parties for a business purpose*

All enumerated categories listed above may be disclosed for a business purpose to service providers and contractors, which are companies or individuals that we engage to conduct activities on our behalf.

*Sharing and sale of personal information and right to opt out*

California law also requires us to provide you with information regarding the parties to whom we sell (disclosing personal information for monetary or other benefit) or share (disclosing personal information for purposes of cross-context behavioral advertising) your information. While you have the right to opt out of the sale and sharing of your personal information, we do not sell or share candidate personal information.

We may disclose your information in other ways that are not considered sales under the law. Please see *When and with whom we share information* above for more information about how we share your information.

*Right to know, right to request correction, and right to request deletion of information*

California residents have the right to request that we provide **access** to information we collect, use, and sell, as well as the right to request that we **delete** certain personal information we have collected from you. If we hold personal information that is inaccurate, California residents have the right to request that we **correct** this information. You or your authorized agent may submit a request to exercise your rights by emailing us at [privacy@comcastspectacor.com](mailto:privacy@comcastspectacor.com), or by calling us at **844-963-0293**.

For your security and to ensure unauthorized third parties do not access your personal information, we will require you to verify your identity before we can act on your request. We do this by asking you to provide personal identifiers we can match against information we may have collected from you previously and confirm your request using the email account stated in the request.

There may be information we will not return in response to your access request, such as information that would affect the privacy of others or interfere with legal requirements. Similarly, there may be reasons why we cannot comply with your deletion request, such as the need to keep your personal information to provide you service or to fulfill a legal obligation.

*Right to restrict use of sensitive personal information*

California residents have the right to **limit use of your sensitive personal information**. Since we only process your sensitive personal information for purposes allowed by law, we do not offer an option to limit further processing.