

## Blue Origin California Applicant Privacy Notice

Effective Date: 14 August 2023

This California Applicant Privacy Notice (the “**Applicant Notice**”) describes how Blue Origin, LLC and our subsidiaries and affiliates (collectively, “**Blue Origin**,” “**we**,” or “**our**”) collect, use, and disclose (collectively, “**Process**”) personal information about Blue Origin Applicants.

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### WHO DOES THIS NOTICE COVER?

This Applicant Notice covers California residents who are job applicants and prospects (collectively, “**Applicants**,” “**you**,” or “**your**”) and any third parties who are California resident and whose personal information is provided to us in connection with Blue Origin’s recruitment and hiring activities, including but not limited to, information we receive through our [careers portal](#) and other recruiting activities and channels.

### ARE OTHER NOTICES APPLICABLE TO YOU?

This Applicant Notice does not cover our processing of personal information collected from you as a Blue Origin customer or a visitor of our websites or mobile applications. To learn more about Blue Origin’s information practices in these cases, please read our online Privacy Policy available at <https://www.blueorigin.com/privacy-policy>.

In some cases, you may provide personal information to third parties that partner with us for recruitment purposes. This could be, for example, when you apply for a job at Blue Origin on a third-party website. By interacting with these third parties, you understand that your personal information will be treated in accordance with the privacy policies of the third parties that

provide these services, and Blue Origin has no control over their privacy practices. Please carefully review the applicable privacy policies before providing personal information to such third parties and contact the third-party providers directly with questions regarding their privacy practices.

## **WHAT PERSONAL INFORMATION DOES BLUE ORIGIN COLLECT ABOUT YOU?**

We collect personal information in connection with your application to work with us. In the preceding 12 months, we have collected the following categories of personal information:

- **Identifiers**, such as a name, alias, postal address, signature, unique personal identifier, online identifier, internet protocol address, email address, account name, social security number, driver's license number, passport number, date of birth, citizenship, and other similar identifiers;
- **Eligibility to work information**, such as citizenship, work permit, or visa application information;
- **Characteristics of protected classifications under California or federal law**, such as age, gender, marital status, race, ethnicity, sexual orientation, veteran status, and disability status;
- **Internet or electronic network activity information**, including, but not limited to, information regarding your interactions with our [careers portal](#) and other information collected via cookies, web beacons, and similar technologies;
- **Audio, visual, or similar information**, such as photos and information gathered via cameras and CCTV;
- **Professional and employment-related information**, such as your applications, resumes, curriculum vitae, and cover letters, personal information provided to us during an interview, by references, or included in criminal background checks, our assessment of recruitment information, job title, and work-related documentation including records, forms, logs, and agreements;
- **Geolocation**, such as a city and state, as estimated by using IP address;
- **Health and health-related information**, such as medical conditions and health records or information related to symptoms of, or risk of exposure to, certain illnesses (e.g., contact with others who may be sick or relevant travel history);
- **Education information**, such as names and graduation dates of educational institutions attended; and
- **Information from publicly available sources**, such as your LinkedIn profile or personal website that we believe is relevant to your application.

Your decision to apply for a position and provide your personal information to us is voluntary. We will tell you if information is required to move forward with your application.

**Sensitive Personal Information:** In some cases, we may collect sensitive personal information about Applicants, which requires a higher level of protection. Please note that, where permitted by law, we may collect, store, and use sensitive personal information about you, including race, ethnicity, disability status, sex, sexual orientation, and health and medical conditions. We collect this information for specific purposes, such as to accommodate a disability or illness and comply with legal obligations such as anti-discrimination or diversity regulations (where applicable), protect the health and safety of our employees, and facilitate internal programs relating to diversity, equity, inclusion, and anti-discrimination. You are entirely free to decide whether to provide such information and your application will not be affected either way. Please be assured that we will only use such sensitive personal information for the purposes set out in this Applicant Notice, or as otherwise described to you at the time such information is collected. We do not use or disclose your sensitive personal information for purposes other than those expressly permitted under California law.

#### **WHERE DOES BLUE ORIGIN OBTAIN YOUR PERSONAL INFORMATION?**

Generally, we collect personal information directly from you in circumstances where you provide it (for example, when you applied to work for us or when we conduct a phone or in-person interview). We may also obtain personal information from your previous employers or educational institutions, your named references, background checks (if applicable), recruiting agencies, third-party recruitment sources and websites, and publicly accessible sources such as your LinkedIn profile and other social media platforms.

#### **HOW DOES BLUE ORIGIN USE YOUR PERSONAL INFORMATION?**

We use personal information to evaluate a potential employment relationship or other engagement with you and for other business purposes, including establishing employment relationships and to manage our business, keep our systems secure, and to comply with specific legal obligations. In particular, we use personal information for the following business purposes:

- Hiring and recruiting activities, such as to assess your skills, qualifications, and suitability for a particular role or opportunity, communicate with you about the recruitment and hiring process, respond to your requests, inquiries, and comments, verify your information and complete your reference and/or background checks (where applicable), and improve our recruitment and hiring process more generally;
- Administration of our applications, software, and systems, including ensuring the security of our workforce, guests, property, and assets and to monitor and audit network traffic and information in such applications, software, and systems as permitted under applicable law;

- Legal and compliance purposes, such as implementing internal policies, detecting, investigating, and responding to suspected fraud, security incidents, or other activity that is illegal or violates Blue Origin’s policies, protecting Blue Origin’s and others’ rights and property, exercising a legal claim, cooperating with law enforcement investigations and complying with applicable laws, regulations, legal processes, or governmental requests;
- To protect the health, safety, and vital interests of Blue Origin’s personnel, Applicants, or other natural persons, such as to prevent physical harm or financial loss or to comply with our legal obligations or public health recommendations;
- To comply with legal obligations and internal policies relating to diversity, inclusion, and anti-discrimination;
- As necessary and appropriate to provide reasonable workplace accommodations;
- To enable solely internal uses in a lawful manner that are reasonably aligned with your expectations based on our interactions with you and uses that are compatible within the context in which the information was provided to Blue Origin.

If we hire you, information we collect in connection with your application will become part of your employment record and used to manage the onboarding process and for other employment-related purposes in accordance with our internal personnel privacy notice.

#### **TO WHOM DOES BLUE ORIGIN DISCLOSE YOUR PERSONAL INFORMATION?**

**Within Blue Origin:** We disclose personal information to Blue Origin personnel and affiliated legal entities who need to know the information for the purposes described above, including our Recruiting, Human Resources, Information Technology and Marketing departments, and in the department responsible for the position or opportunity for which you are applying.

**Third-Party Service Providers:** We use third-party service providers and contractors to perform services on our behalf. For example, we disclose certain information with service providers who facilitate our applicant tracking system, careers portal, communication and interview platforms, travel booking, expense management, relocation support, reporting and analytics, and verification/background checks.

**Professional Advisors:** We disclose information with our professional advisors, including accountants, auditors, lawyers, insurers, and bankers, if needed. We only permit these advisors to Process your personal information for specified purposes and, as appropriate, in accordance with our instructions and the provisions of this Applicant Notice and applicable law.

**Law Enforcement, Government Authorities, Regulators, and Similar Third Parties:** We disclose personal information to courts, government authorities, independent external advisers, and internal compliance and investigation teams if we believe such disclosure is in accordance with, or is otherwise required by, any applicable law regulation, or legal process.

**Other Third Parties:** In certain limited circumstance, we may disclose personal information with other third parties, including (a) to comply with our legal obligations, to protect the rights and property of Blue Origin, our customers and the public, to cooperate with law enforcement investigations, and to detect and respond to suspected illegal activity and threats to the health or safety of any person or of our systems or services; (b) in connection with, or during negotiations of, any merger, joint venture, sale of company assets, financing, or acquisition of all or a portion of our business, assets or stock by another company (including in connection with any bankruptcy or similar proceedings); and/or (c) with your consent and at your direction.

In the preceding 12 months, we have disclosed the following categories of personal information for business purposes to the following categories of recipients:

<b><i>Category of Personal Information</i></b>	<b><i>Categories of Recipients</i></b>
Identifiers, such as your name, mailing address, and email address	Hiring and recruitment management service providers, cloud service providers, and security service providers
Eligibility to work information, such as citizenship or work permit	Hiring and recruitment management service providers
Characteristics of protected classifications under California or federal law, such as your gender and race	Hiring and recruitment management service providers, annual compliance reporting submissions as required by law
Internet or electronic network activity information, such as information collected via cookies	Fraud detection and security service providers
Audio, visual, or similar information, such as video data from CCTV	Hiring and recruitment management service providers, fraud detection and security service providers
Professional and employment-related information, such as your resume and employment application	Hiring and recruitment management service providers
Health and health-related information, such as your contact with others who may be sick or relevant travel history	Hiring and recruitment management service providers

Sensitive personal information, such as your race, ethnicity, and veteran status	Hiring and recruitment management service providers, government authorities, and regulators
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We may also disclose aggregated or de-identified information, which cannot reasonably be used to identify you. Blue Origin Processes, maintains, and uses this information only in a de-identified fashion and will not attempt to re-identify such information except as permitted by law.

**YOUR PRIVACY RIGHTS**

California residents have certain rights with respect to their data, including the following:

- Right to Access: You may ask us to confirm whether we are processing your personal information and, if so, to provide you with a copy of the personal information we hold about you (along with certain other details).
- Right to Correction: If the personal information we hold about you is inaccurate or incomplete, you are entitled to ask for correction or completion.
- Right to Deletion: You may ask us to delete or remove your personal information in some circumstances—for example, if we no longer need it.

To request access, correction, or deletion of your personal information, submit your request at [privacy@blueorigin.com](mailto:privacy@blueorigin.com). You may designate an authorized agent to exercise privacy rights on your behalf by providing the authorized agent signed permission to submit the request on your behalf. If an authorized agent submits a request on your behalf, we may need to contact you to verify your identity and protect the security of your personal information. If you are an authorized agent seeking to make a rights request, please contact us at [privacy@blueorigin.com](mailto:privacy@blueorigin.com).

Any request to exercise one of these rights will be assessed by Blue Origin on a case-by-case basis. There may be circumstances in which we are not legally required to comply with your request because of a relevant legal exemption provided for under applicable law. We will not discriminate or retaliate against you for exercising your privacy rights. If you choose not to disclose certain personal information, this may limit our ability to evaluate your application.

**“SALES” AND “SHARING” OF PERSONAL INFORMATION**

We do not “sell” or “share” your personal information as those terms are defined under California law. We also do not have any knowledge of any “sales” or “sharing” of the personal information of minors under 16 years of age.

**DATA RETENTION**

The length of time we retain your personal information depends on the status of our relationship with you and the requirements of applicable law. We will retain your personal information for as long as your employment or engagement with us lasts and for a certain period thereafter, after which point it will be deleted or archived in accordance with applicable law. To determine that period, we take into account a number of factors, including our legal and regulatory obligations (such as financial reporting obligations and equal opportunity or anti-discrimination reporting obligations) and whether we may need to retain personal information to resolve disputes, make and defend legal claims, conduct audits, pursue legitimate business purposes, and/or enforce our agreements.

## **QUESTIONS AND QUERIES**

If you have any questions regarding this Applicant Notice or questions regarding your privacy rights, please contact us at [privacy@blueorigin.com](mailto:privacy@blueorigin.com).

## **NOTICE UPDATES**

We may change this Applicant Notice from time to time. Each version of this Applicant Notice is identified by its effective date. If we make changes to this Applicant Notice, we will notify you by revising the date at the top of this Applicant Notice. If we make material changes, we will provide you with additional notice, such as by sending you a notification.