

Stewart Information Services Corporation California Applicant Privacy Notice at Collection

Effective Date: January 1, 2023

Last Revised: January 1, 2023

This California Applicant Privacy Notice at Collection (“Notice”) sets forth the privacy practices of Stewart Information Services Corporation and its affiliates and subsidiaries (collectively, “Stewart,” “we,” “us” or “our”) as required by the California Consumer Privacy Act (“CCPA”) and the California Privacy Rights Act (“CPRA”). This Notice applies to California residents as defined in the CCPA, through the course of a California resident acting as a job applicant (“Applicant”). Pursuant to the CCPA and CPRA, Stewart must deliver this Notice at or before the point we collect your personal information and identify the categories of personal information that we collect and disclose the purposes for which we collect and retain such information. All terms defined in the CCPA and CPRA have the same meaning when used in this Notice.

California’s California Consumer Privacy Act (“CCPA”) and California Privacy Rights Act (“CPRA”) provide California Applicants with certain rights, including:

1. The right to know what information is collected about you;
2. The right to deletion of information collected about you;
3. The right to opt-out of information collected;
4. The Right to correction of information collected;
5. The right to limit the use of information collected;
6. The right not to be discriminated or retaliated against for exercising rights under the law.

Where We Get Your Information From

We collect information about you from the following sources:

1. You;
2. Prior employers;
3. References;
4. Recruiters;
5. Educational institutions;
6. Job-related social media platforms;
7. Third-party sources of demographic information;
8. Third-party companies, such as background check service companies, drug and alcohol testing facilities; and claim administrators and investigators;
9. Credentialing and licensing organizations.

Depending on Stewart's interactions with you, we may or may not collect all of the information identified about you.

Categories of Personal Information That We Are Collect

This Notice covers the information you share with us and/or which may be acquired by Stewart, its subsidiaries and its affiliates during the application or recruitment process including:

- Identifiers, such as name, alias, government-issued identifier (e.g., Social Security number), and unique identifiers;
- Personal information, such as real name, signature, SSN, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, passport number, federal identification authorizing work in the United States, access and/or passcodes, insurance policy number, education, employment, employment history, bank account number, other financial information, medical information, or health insurance information;
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, certifications, professional degrees, or other information you provide to us in support of an application and/or the application and recruitment process;
- Information from interviews and phone-screenings you may have, if any;
- Details of the type of employment you are or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, willingness to relocate, or other job preferences;
- Details of how you heard about the position you are applying for;
- Characteristics of protected classifications under California or federal law, such as age, marital status, gender, sex, race, color, disability, citizenship, primary language, immigration status, religious affiliation, military/veteran status, disability, request for leave, and medical conditions;
- Reference information and/or information received from background checks (where applicable), including information provided by third parties;
- Information relating to any previous applications you may have made to Stewart and/or any previous employment history with Stewart;
- Information about your educational and professional background from publicly available sources, including online, that we believe is relevant to your application or a potential future application (e.g. your LinkedIn profile); and/or
- Information related to any assessment you may take as part of the interview screening process;
- Employment Eligibility Verification (e.g. I-9 Forms, related documentation and E-Verify records);
- Sensory data, such as audio and visual information that we may obtain if you use video interviewing as part of the application and interviewing process. If you visit, work or perform services in our facilities or facilities in which we operate, your entry, exit and actions in or around those facilities may be monitored by security screening.

How Your Personal Information is Used

Your information will be used by Stewart for the purposes of carrying out its application and recruitment processes which includes:

- To operate, manage, and maintain our business;
- Assessing your skills, qualifications and interests against our career opportunities;
- Verifying your information and carrying out reference checks and/or conducting background checks if you are offered a job;
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at Stewart and scheduling and conducting interviews;
- Creating and/or submitting reports as required under any local laws and/or regulations, where applicable;
- Where requested by you, assisting you with obtaining an immigration visa or work permit where required;
- Making improvements to Stewart's application and/or recruitment process including improving diversity in recruitment practices;
- Conducting pre-employment screenings and background checks in accordance with applicable law;
- Human Resources management, including onboarding, benefits administration and compensation or payroll processing;
- Inferences drawn from any of the personal information provided to us to create a profile or summary about you, such as your work-related preferences. We do not draw inferences based on sensitive personal information provided to us.
- Complying with applicable laws, regulations, legal processes, or enforceable governmental requests; and/or;
- Proactively conducting research about your educational and professional background and skills and contacting you if we think you would be suitable for a role with us.

To otherwise accomplish our business purposes and objectives, including, for example:

- Emergency services;
- Conducting research, analytics, and data analysis;
- Maintaining our facilities and infrastructure;
- Quality and safety assurance measures;
- Conducting risk and security controls and monitoring;
- Protecting confidential and trade secret information;
- Detecting and preventing fraud;
- Performing identity verification;
- Performing accounting, audit, and other internal functions, such as internal investigations;
- Complying with the law, legal process, and internal policies;
- Maintaining records;
- Claims processing;

- Responding to legal requests for information and subpoenas; and
- Exercising and defending legal claims.

We will also use your information to protect the rights and property of Stewart, our users, applicants, candidates, employees, or the public as required or permitted by law.

If you are offered and accept employment with Stewart, the information collected during the application and recruitment process will become part of your employment record.

If you pursue work with Stewart as an independent contractor, the information collected during the application process will also be retained in our records.

Record Retention

Your personal information will not be kept for longer than is necessary for the business purpose for which it is collected and processed. We will retain your personal information and records based on established record retention policies pursuant to California law and in compliance with all federal and state retention obligations. Additionally, we will retain your personal information to comply with applicable laws, regulations, and legal processes (such as responding to subpoenas or court orders), and to respond to legal claims, resolve disputes, and comply with legal or regulatory recordkeeping requirements

Sale of Personal Information

Stewart does not sell your personal information.

Changes to Our Privacy Notice

We reserve the right to amend this Notice at our discretion and at any time. When we make changes to this Notice, we will update our platform and Last Revised date accordingly.

Contact Us

If you have questions or comments about this Notice, the ways in which Stewart collects and uses your information described in this Notice, your choices and rights regarding such use, or wish to exercise your rights under California law, please do not hesitate to contact us at:

Phone: Toll Free at 1-866-571-9270

Website: [California Residents Privacy Requests](#)

Email: privacyrequest@stewart.com