

AAA NCNU NOTICE FOR JOB APPLICANTS

The purpose of this Notice for Job Applicants (“**Notice**”) is to inform individuals who inquire about and/or apply for employment with American Automobile Association of Northern California, Nevada & Utah, AAA Arizona, Inc., and AAA MountainWest, Inc., and their affiliates and subsidiaries including A3 Labs LLC (A3Ventures, AAA House Manager and AAA Car Subscription), A3 Mobility LLC (Gig Car Share) and Safe Security, Inc. (A3 Smart Home and AAA Smart Home) (collectively, the “**Company**” or “**we**” or “**us**”) of the categories of Personal Information (as defined below) that we collect from such individuals and the purposes for which we use such Personal Information.

For purposes of this Notice, “**Personal Information**” is information that relates to an identified or identifiable person. Personal Information does not include deidentified, aggregated, or combined information (which includes data that is not reasonably capable of identifying you or being linked to you) and does not include publicly available information from government records. This Notice also does not apply to your Personal Information if we already protect it under certain other laws, such as the Gramm, Leach Bliley Act (GLBA), the California Financial Information Protection Act, the Health Insurance Portability and Accountability Act (HIPAA), the Fair Credit Reporting Act (FCRA), and/or the Driver's License Protection Act.

1. **Personal Information Collected from Job Applicants**

We may collect the following categories of Personal Information about you when you inquire about and/or apply for employment with us:

- **Contact information**, such as your name, home address, telephone, and personal email address
- **Results of background checks and screening**, such as education verification and criminal records
- **National identification information**, such as information contained in documents necessary to complete a Form I-9
- **Diversity information**, such as your ethnicity/race, disability status, veteran status, and gender
- **Job-related information and qualifications**, such as previous job roles, education, and any other information you choose to provide in your résumé and/or application

2. **Purposes for Using Personal Information**

We may use and share the categories of Personal Information identified above for the following business or commercial purposes:

- To open and maintain job applicant records
- To communicate with you, including to inform you of the current status of your application and future opportunities
- To assess your suitability for a position with us
- To determine your eligibility to work
- To comply with corporate governance and legal requirements (for example, to monitor diversity requirements)

- To comply with other applicable legal and regulatory requests and obligations (including investigations)
- For security purposes
- To seek advice from lawyers, auditors and other professional advisers

3. Questions

If you have any questions about this Notice, or to request this Notice in another format, please contact askhr@norcal.aaa.com.