

Eckert Seamans Cherin & Mellott, LLC
Applicant Privacy Policy

Effective Date: August 1, 2023

This Applicant Privacy Policy (the "Policy") describes the practices of Eckert Seamans Cherin & Mellott, LLC ("Eckert Seamans" or "us" or "we") regarding the information that is solely collected through the Eckert Seamans Career Portal ("Careers Site") in connection with your application for employment or an internship with us.

1. CATEGORIES OF INFORMATION WE COLLECT THAT YOU PROVIDE

We may collect the following information from you in connection with your application through the Careers Site: Name, e-mail address, mobile number, work authorization status, resume, profile information (e.g., work experience, education, skills, licenses & certifications, and memberships), professional and other work-related licenses, permits and certifications, references, and any other information you elect to provide to us (e.g., employment preferences, willingness to relocate, current salary, desired salary, awards, or professional memberships).

If you do not provide sufficient information, we may be unable to consider your employment application.

Eckert Seamans is committed to equal opportunity employment. Voluntary self-identification information such as race, religion, color, national origin, sex, gender identity or expression, sexual orientation, marital status, disability status, or veteran status will be used for EEO-1 reporting purposes and only accessed by the Human Resources Department.

To the extent the personal information you provide contains details of the information referenced in the preceding paragraph or your job evaluations or educational records, you authorize us to handle such details for the purposes of processing your job application.

Any information you submit through the Careers Site must be true, complete and not misleading.

It is your responsibility to ensure that information you submit does not violate any third party's rights.

If you provide us with personal information of a reference or any other individual as part of your application, it is your responsibility to obtain consent from that individual prior to providing the information to us.

2. USE OF INFORMATION / LEGAL BASIS

We collect and process information about you for the following reasons:

- a) Because you voluntarily provide this information;
- b) Because this information is necessary to take steps at your request prior to entering into employment or an internship;
- c) Because this information is of particular importance to us and we have a specific legitimate interest under law to process it;
- d) To comply with a legal obligation; or

e) Where necessary to protect the vital interests of any person.

The information that you submit on the Careers Site will be used for our personnel recruitment, management, and planning purposes, as permitted by local law, including:

- To process your application;
- To assess your capabilities and qualifications for a job;
- To conduct reference checks;
- To respond to your inquiries and communicate with you about your application, and to send you information regarding the Careers Site and changes to our terms and policies;
- To comply with or monitor compliance with any applicable law or regulation;
- To conduct background checks if we offer you a position; and
- To preserve our other legitimate interests, for example, for our administrative purposes, aggregate management reporting, internal training, and as generally required to conduct our business.

The information about you will be added to our candidate database. If you do not wish us to do this, please contact Myra Kilgore, Chief Human Resources Officer at 412-566-6000 or Careers@eckertseamans.com

If we hire you, personal information we collect in connection with your application may be incorporated into our human resources system and may be used to manage the new-hire process; any such information may become part of your employee file and may be used for other employment-related purposes.

We may also use the information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to protect our legal rights and operations or the rights, privacy, safety or property of us, you, or others; and/or (e) to allow us to pursue available remedies or limit the damages that we may sustain.

3. DISCLOSURE OF PERSONAL INFORMATION

We may share personal information with affiliates and/or partners that are involved in evaluating candidates for a given position. We will make the information available to personnel with a business need to know the information, including personnel in the recruiting, human resources, and information technology departments, and in the department responsible for the position for which you are applying.

We may share personal information with third-party service providers who provide services such as hosting and operating the Careers Site, recruiting assistance, background check processing, and similar services.

We also may share personal information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c)

to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to protect our legal rights and operations or the rights, privacy, safety or property of us, you, or others; and/or (e) to allow us to pursue available remedies or limit the damages that we may sustain.

We may transfer information in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).

4. DATA RETENTION

We keep your personal information for as long as needed or permitted in light of the purpose(s) for which it was obtained. The criteria used to determine our retention periods include considerations such as whether we need to retain your personal information: (i) for as long as we have an ongoing relationship with you (such as an application process); (ii) as required by a legal obligation to which we are subject; or (iii) as advisable in light of our legal position (such as in regard of applicable statutes of limitations, litigation, or regulatory investigations).

We may remove personal information for inactive accounts, subject to any applicable legal or regulatory obligations. Furthermore, we may delete personal information about you (including your CV/résumé) from our database at any time and without providing any reason. Therefore, please retain your own copy of the personal information provided to us.

5. PASSIVE INFORMATION COLLECTION: COOKIES AND TRACKING TECHNOLOGY

When you visit the Careers Site, we collect certain information by automated means. Cookies are small text files that websites send to your computer or other internet-connected device to uniquely identify your browser or to store information or settings in your browser. Cookies allow us to recognize you when you return to the Careers Site. They also help us provide a customized experience and enable us to detect certain kinds of fraud. In many cases, you can manage cookie preferences and opt-out of having cookies and other data collection technologies used by adjusting the settings on your browser. All browsers are different, so visit the “help” section of your browser to learn about cookie preferences and other privacy settings that may be available. If you choose to disable or otherwise block the use of cookies, please note that certain portions of the Careers Site may not function properly as a result.

The Careers Site also may use Flash Cookies (also known as Local Stored Objects) and similar technologies to personalize and enhance your online experience. We may use Flash Cookies for security purposes and to help remember settings and preferences similar to browser cookies, but these are managed through a different interface than the one provided by your web browser. For more information on how Flash Cookies operate, and any choices or requests you may be able to make regarding Flash Cookies, please visit www.adobe.com.

Pixel tags and web beacons are tiny graphic images that may be placed on website pages or in our emails, which could allow us to determine whether you have performed a specific action. When you access these pages or open or click an email, any pixel tags and/or web beacons that may be used could generate a notice of that action. These tools may allow us to measure responses to our communications and improve our web pages and promotions.

We collect different types of information by automated means. For example, we collect information from the device you use to access the Careers Site, your operating system type, browser type, domain, and other system settings, as well as the language your system uses and the country and time zone where your device is located. Our server logs also record the Internet Protocol (“IP”) address assigned

to the device you use to connect to the Internet. An IP address is a unique number that devices use to identify and communicate with each other on the internet. We may also collect information about the website you were visiting before you came to us and the website you visit after you leave the Careers Site.

In many cases, the IP address and any other device-related information we collect through automated means is only used in a non-identifiable way, without reference to personal information that directly identifies you or could be used to contact you. For example, we use information we collect through automated means about website users to optimize the Careers Site and to understand website traffic patterns. In some cases, we associate the device-related information we collect through automated means with your personal information that you provide to us voluntarily. This Policy applies to such automatically collected information when we associate it with your personal information, and to the extent such automatically collected information reasonably could be combined with other data to identify or contact you.

The Careers Site currently does not have a mechanism to recognize the various web browser-based “Do Not Track” signals. To learn more about browser tracking signals and Do Not Track please visit <https://www.allaboutdnt.com/>. To learn about ways to opt-out of certain kinds of tracking for targeted advertising purposes, please visit the Network Advertising Initiative website at <https://optout.networkadvertising.org/>, and the Digital Advertising Alliance website at <https://optout.aboutads.info/>. Options you select through these third-party ad industry-provided tools are browser and device-specific, and there is no guarantee that these industry-provided opt-out tools will prevent all targeted advertising.

We use Google Analytics as a third party vendor to provide web analytics services for Eckert Seamans or on our behalf. These services from Google use analytical tracking technologies to analyze your use of the Careers Site. The information collected by these tracking technologies is transmitted to and stored on a Google server in the United States. Information that Google may collect for analytical tracking purposes may include page views, scrolls, videos or links that were clicked, a unique client ID attributable to your device and browser information, your approximate age, gender, interests, language settings on your device or browser, and approximate location metadata derived from your IP address (city, state, and country). Google uses this information to assess your use of the Careers Site and provide us with reports on data such as how often you visit the Careers Site, what pages you view when you visit the Careers Site, and what other websites you have visited prior to visiting our Careers Site so that we may have a better understanding of the web traffic and to personalize your experience. Google may transfer this information to third parties, if required by law or if third parties process the information on behalf of Google. For information on how Google Analytics uses data, please visit “How Google uses information from sites or apps that use our services”, located at <https://policies.google.com/technologies/partner-sites>. A general overview of Google’s data privacy practices for Google Analytics also may be available at <https://support.google.com/analytics/answer/6004245>. For more information on Google’s privacy practices generally, please review Google’s privacy policy, which may be available at <https://policies.google.com/privacy>. To opt out of being tracked by Google Analytics, you may be able to download and install the Google Analytics Opt-out Browser Add-on, currently available at <https://tools.google.com/dlpage/gaoptout>. You can also limit data collection and sharing by configuring your [Google Tag Consent](#) features, or by making selections through [Google’s Ad Settings](#).

We also use Pendo as a third party vendor that provides marketing and IT services for Eckert Seamans or on our behalf. For information on how Pendo may use your personal information or other data that it may collect from you, please visit <https://www.pendo.io/legal/privacy-policy/>.

6. ACCESS AND CORRECTION

If you register on the Careers Site, you may access, review, and change your personal information stored therein by logging into the Careers Site and updating your account information. However, if you have authenticated your login via a mobile number or email address, such information cannot be updated in the same login session.

We encourage you to promptly update your personal information if it changes or is inaccurate.

Apart from information contained in your profile, where permitted by applicable law, you may request (i) access to personal information we collect, (ii) its modification or suppression, (iii) that we restrict its processing, (iv) that we cease using it (subject to applicable legal exceptions); and/or (v) that we transfer personal information to you or another organization in a structured, commonly used and machine-readable format (data portability). Please email us at careers@eckertseamans.com with any such requests.

For your protection, we may only implement requests with respect to the information associated with the particular email address that you use to send us your request, and we may need to verify your identity before implementing your request. We will try to comply with your request as soon as reasonably practicable. Please note that certain personal information may be exempt from such access, correction, or suppression requests pursuant to local data protection laws.

7. SECURITY

We use reasonable organizational, technical and administrative measures to protect personal information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us of the problem by contacting us in accordance with the "Contact Us" section below.

We hereby disclaim, as far as permitted by local laws, any liability for us and our affiliates and contractors for any personal information we collect in connection with your application that is lost, misused, illegally accessed, disclosed, altered or destroyed or not timely delivered to our Careers Site.

8. LINKS TO THIRD-PARTY WEBSITES

The Careers Site may contain links to other websites that are not owned or controlled by Eckert Seamans. This Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website or service to which the Careers Site links. The inclusion of a link on the Careers Site does not imply endorsement of the linked site or service by us. We encourage you to read the legal notices posted on those third-party sites, including their privacy policies.

9. LAW APPLICABLE TO JOB APPLICATION

This Careers Site is operated from Pennsylvania in the United States. Accordingly, any personal information you submit to the Careers Site will be collected and stored in Pennsylvania and/or on servers elsewhere in the United States, and will be subject to Pennsylvania state laws and the federal laws of the United States.

The Careers Site is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to local law or regulation. If you use the Careers Site outside of the United States, you do so at your own risk and you understand and agree that your personal information will be accessed, used and stored in the United States, which may not have the same level of privacy protections under law as compared to where you may reside.

10. ABOUT CHILDREN

The Careers Site is not intended for individuals under the age of 18.

11. CHANGES TO THE POLICY

We reserve the right to amend this Policy at any time in order to address future developments, the Careers Site, or changes in industry or legal trends. We will post the revised Policy on the Careers Site or announce the change on the home page of the Careers Site.

You can determine when the Policy was revised by referring to the “Effective Date” legend on the top of this Policy.

Any changes will become effective upon the posting of the revised Policy on the Careers Site. By continuing to use the Careers Site following such changes, you will be deemed to have agreed to such changes.

If you do not agree with the terms of this Policy, in whole or part, you can choose to not continue to use the Careers Site.

12. CONTACT US

If you have questions or requests, please feel free to contact Myra Kilgore, Chief Human Resources Officer at 412-566-6000 or Careers@eckertseamans.com