



CALIFORNIA CONSUMER PRIVACY ACT (CCPA) NOTICE TO APPLICANTS

Overview

At PS Business Parks, Inc., employees are the organization's most important asset and resource. This Notice explains how PS Business Parks, Inc., our affiliates, and subsidiaries (collectively "PSB" or "we") collect, use, and secure your Personal Information in compliance with the California Consumer Privacy Act.

Who This Notice Applies To

This Notice applies to recruits, applicants, or other candidates who apply to work at PSB ("Applicants" or "you").

What Information We Collect

PSB collects information that identifies, relates to, describes, or is reasonably capable of being associated with you ("Personal Information"), including the following categories of Personal Information, when you apply to work with us:

- Personal identifiers, such as your name, phone number, email address, or address;
- Professional or employment-related information, including information related to a background check;
- Education information; and,
- Characteristics of protected classifications under California or federal law.

Personal Information does not include information made publicly available in government records, deidentified information, or aggregated information.

How We Use The Information We Collect

It is the policy of PSB to protect your privacy. PSB does not and will not sell your Personal Information to third parties. We use your Personal Information during the application process for business purposes, including:

- Recruiting and hiring, for example from your application and through the interview process;
- Conducting background checks; and,
- Comply with mandatory government reporting obligations.

Disclaimer

Nothing within this Notice shall restrict PSB's ability to:

- Comply with federal, state, or local laws;
- Comply with a civil, criminal, or regulatory inquiry, investigation, subpoena, or summons by federal, state, or local authorities;
- Cooperate with law enforcement agencies concerning conduct or activity that we reasonably and in good faith believe may violate federal, state, or local law; or
- Otherwise exercise or defend legal claims.

Questions About This Notice

If you have questions or concerns regarding this Notice or the handling of your Personal Information, please contact PSB's Human Resources Department.