



Privacy Notice For California Applicants

RR Donnelley & Sons Company (the “**Company**”) is providing you with this Privacy Notice for California Applicants (“**Notice**”) to inform you about:

1. the categories of Personal Information that the Company may collect about applicants who reside in California; and
2. the purposes for which the Company uses that Personal Information.

Alternative formats of this Notice are available to individuals with a disability.

If you have questions about this Notice, please contact Corporate Human Resources or Legal. The Company will not sell any Personal Information about applicants that it collects. To review the Company’s Privacy Policy about information that the Company collects outside of the employment context (such as information collected about consumers), please visit <https://www.rrd.com/privacy-policy>. This Notice does not form any part of any contract of employment.

Categories of Personal Information that the Company Collects About Applicants Who Reside in California

For purposes of this Notice,

- “**Personal Information**” means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular applicant. Personal information does not include information that does not and cannot reveal an applicant’s specific identity, such as information that has been de-identified or aggregated.

The Company may collect the following categories of Personal Information:

- Identifiers and contact information (e.g., real name, nickname, or alias, postal address, telephone number, e-mail address, Social Security number, date of birth, signature, online identifier, Internet Protocol address, driver’s license or state identification card, passport, photograph)
- Professional or employment-related information (e.g., evaluations, membership in professional organizations, professional certifications, employment history, start/end date, location(s) of employment, job titles, resumes, cover letters, job references, background check forms and results, drug test forms and results, job interview notes, candidate evaluation records)
- Protected classifications under federal and California law (e.g., race; color; age; national origin; religion; disability; sex; marital status; veteran status; medical information, including any medical condition, health and sickness records, or injuries; criminal convictions and offenses in accordance with applicable law; pregnancy). The Company collects this category of Personal Information on a purely voluntary basis, except where required by law, and uses the information only in compliance with applicable laws and regulations.



- Internet or other similar network activity (e.g., log in/out and activity on the Company's electronic resources, information regarding an employee's interaction with an Internet web site, application, or advertisement, and publicly available social media activity)

The Purposes for Which the Company Uses that Personal Information:

- To evaluate applicants' qualifications for employment with the Company
- To communicate with applicants
- For diversity and inclusion purposes
- To arrange and manage Company-sponsored events
- To create a talent pool for future job openings
- For recordkeeping purposes
- To demonstrate applicants' agreement to, or acceptance of, documents presented to them, e.g., pre-employment agreement, acknowledgment of employment application, offer letter
- To evaluate and improve the recruiting process
- To monitor use of Company information systems and other electronic resources
- To conduct internal audits
- To conduct internal investigations
- To protect the safety and security of the Company's facilities
- To report suspected criminal conduct to law enforcement and cooperate in investigations
- To ensure meaningful equal opportunity monitoring and reporting, including to comply with the reporting requirements of the federal Equal Employment Opportunity Act, the federal Office of Contracting Compliance Programs, and California's Fair Employment and Housing Act
- To comply with Federal and California law related to accommodation
- To conduct pre-employment background checks
- For other legitimate business purposes, such as:
 - To manage and operate information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning
 - In connection with a corporate transaction, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of the Company or any of its subsidiaries or affiliates
 - To manage licenses, permits and authorizations applicable to the Company's business operations



- To comply with legal obligations or Company policies, such as:
 - To manage litigation involving the Company, and other legal disputes and inquiries and to meet legal and regulatory requirements
 - To evaluate and provide accommodations under applicable law
 - To conduct fitness-for-duty examinations
 - To prevent fraud or illegal activity, to report suspected criminal conduct to law enforcement and cooperate in investigations
 - To protect the health, safety, and security of the Company's people, properties, resources, and information technology
 - For record-keeping purposes as required by law or Company policy
 - To confirm legal work status
 - To determine whether applicants meet the requirements and have the qualifications for role(s) within the Company
 - To conduct audits for compliance with laws and Company policies