

Veritas Recruiting Privacy Policy

Effective: January 1, 2023

At Veritas, protecting the privacy of personal information is a top priority. This Recruiting Privacy Policy (“**Privacy Policy**”) describes how Veritas Investments, Inc. and its affiliated entities, RentSFNow, Inc., Greentree Property Management Inc., and VILA, LLC (collectively, “**Veritas**”), collect, use, disclose, and otherwise process personal information in connection with the recruitment process for employment, contingent work, and/or internship opportunities.

This Privacy Policy is issued on behalf of Veritas. When we mention “**Veritas**”, “**we**”, “**us**”, or “**our**” in this Privacy Policy, we are referring to the relevant Veritas entity responsible for processing your personal information.

If you are a resident of the state of California, the information in the attached [appendix](#) applies to you. The appendix includes important information about your rights under applicable privacy laws. Please see the appendix for additional information.

Please read through this Privacy Policy carefully. It is important that you read this Privacy Policy, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

We want to keep this Privacy Policy up to date, so it may change over time. If you have a question, please let us know by [contacting us](#) as described below.

This Privacy Policy does not form part of any contract of employment or other contract to provide services. Nothing in this Privacy Policy should be construed to interfere with Veritas’s ability to process personal information for purposes of complying with our legal obligations, or for investigating alleged misconduct or violations of company policy or law, subject to compliance with local legal requirements.

Veritas’s processing of personal information is subject to the requirements of applicable local law and internal Veritas policy. To the extent this Privacy Policy conflicts with local law, local law controls.

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Last updated: March 25, 2024

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1. Who is Covered by this Privacy Policy

This Privacy Policy covers all candidates or other individuals who (a) submit a job application for an open role with us; (b) engage with us to express interest in working with us or are contacted by us regarding job opportunities; (c) participate in any Veritas recruitment event or activity; (d) have an interview or job screening with us; or (e) otherwise interact with us for purposes of a job search and our recruiting efforts (each a “**Candidate**,” “**you**”).

Exclusions from this Privacy Policy

This Privacy Policy does not apply to your interactions with Veritas when using any Veritas products or services or when you visit any Veritas website at veritasinvestments.com, rentsfnow.com, greentreepmco.com, or vilallc.com. Please review the corresponding Privacy Policy posted on each of our websites for information about our privacy practices related to these interactions.

If you are an employee or contingent worker with Veritas, Veritas’s Colleague Privacy Notice applies to you.

2. What Personal Information We Collect and How We Collect It

“Personal information” means any information that identifies or could be used to identify an individual person, such as name, email address, and phone number. Personal information does not include anonymized or aggregated information.

Veritas processes the following categories of Candidate personal information:

- *Identifiers* – such as government ID (e.g., SSN, EIN, passport number), candidate ID, full name;
- *Contact information* – such as email address, phone number, postal address;
- *Education and professional background information* – CV and/or resume, employment history, current company, education history, job qualifications/certifications;
- *Professional online profiles*– LinkedIn profile information and URL, information from other professional website or social media profiles that are publicly available or that you provide;
- *Job application information and communications* – information submitted when completing a job application, such as responses to questions related to the role and/or your skills and experience, expected salary (as applicable), information provided in connection with a job application, such as skills assessments that you may complete (as

applicable), and information provided in communications with us during the recruitment and interview process, such as through email communications with us or communications with us via job search or social media platforms;

- *Health information* – such as disability information, job-related injury details, vaccination status;
- *Immigration status and right to work information* – citizenship status, visa status, residency status, work permits;
- *Professional references and background information* – such as education and employment verification information, professional reference contact information and reference check information and results, all where and as permitted under applicable law;
- *Interview information* – information gathered during the interview process, such as notes and any information you choose to provide during interviews;
- *Hiring decision information* – results of the selection process and hiring decisions;
- *Video, voice and image* – such as video calls and video call recordings, photos from a resume/CV and/or profile on LinkedIn or other online professional website or job board;
- *Online identifiers and usage information* – Online identifiers, usage and log data, such as IP address, device ID, browser type and version, and clickstream data, collected via automated means such as through cookies and other trackers when you access or use the Veritas online job application portal, such as when you submit a job application online. For more information about what we collect when you visit our careers pages on each of our websites, please see [Use of the Veritas Careers Websites](#) below;
- *Visits at Veritas facilities* – guest registration and on-site visit records at Veritas facilities (as applicable);
- *Demographic information* – such as gender identity and certain [sensitive personal information](#) that may include race, ethnicity, sexual orientation, marital status, veterans status, religious affiliation, and political or philosophical belief information. If we collect demographic information, we typically do so on a voluntary basis unless it's necessary for us to comply with our legal obligations;
- *Survey and feedback data* – data collected in response to any questionnaires or surveys throughout the recruiting and interview process and any feedback a Candidate may provide about the process.

You may choose not to provide personal information. However, some personal information is necessary so that we can evaluate and process your job application and candidacy and comply

with our legal obligations. If personal information is not provided, our ability to consider you as a candidate may be limited.

Sensitive personal information

Veritas may collect personal information that is considered under applicable data protection laws to be sensitive personal information. This may include personal information such as race, ethnicity, sexual orientation, health information (such as vaccination or disability status), religious affiliation or philosophical beliefs, marital status, and veterans status, as permitted under applicable law. We may process information about criminal convictions and offences from background checks conducted during the hiring process. This processing is covered under Veritas's Colleague Privacy Notice. Veritas only processes sensitive personal information as required or permitted under applicable law.

Sources of personal information

We collect personal information in the following ways:

- Directly from you – such as when you submit a job application, interview with us, and/or communicate with us.
- Automatically collected – such as through cookies and other similar tracking technologies on our online job application portals. Please also see [Use of the Veritas Careers Websites](#) for more information.
- From third-party sources – such as from online job boards, recruiting websites and social media platforms like LinkedIn, third-party recruiting agencies, individuals who refer you for a role with us, former employers, our service providers, and/or your professional references.

Use of the Veritas Careers Websites

Your access to and use of the careers pages on each of our websites is covered by the corresponding Privacy Policy posted on [veritasinvestments.com](#), [rentsfnow.com](#), [greentreepmco.com](#), and [vilallc.com](#). Please review those policies for information about personal information that is automatically collected and processed when you access and use those websites and Veritas's use of cookies and other tracking technologies, including Veritas's targeted advertising purposes, as well as your options for managing cookies and other tracking technologies.

3. How We Use Personal Information

We process personal information for the following purposes:

- *Communicate with you* – contact you about job opportunities that may interest you, respond to your inquiries, communicate with you regarding the status of a job application.

- *Process job applications* – identify potential Candidates, evaluate your job application and/or your skills and qualifications, determine your suitability for current and future roles with us, maintain our recruiting records.
- *Conduct interviews and make hiring decisions* – schedule and conduct interviews with you, determine your suitability for current and future roles with us, make hiring decisions, prepare a job offer package or employment contract (if applicable).
- *Immigration* – determine your eligibility for hiring.
- *Diversity, equity and inclusion (“DEI”)* – foster a diverse and inclusive candidate pool and recruitment process as part of Veritas’s DEI program, as permitted under applicable law.
- *Analytics* – conduct analytics, data insights, and reporting related to our recruiting and hiring activities.
- *Security and management of systems and facilities* – provide for the security of Veritas systems, data and other confidential information, maintain the security and safety of Veritas’s facilities and staff, protect Veritas’s business interests, and detect and investigate fraud, all as permitted by applicable law.
- *Legal requirements* – comply with our legal obligations and policies (e.g., labor and employment laws, equal opportunity and anti-discrimination requirements), under judicial authorization, or to exercise or defend legal rights.
- *Business transfers* – in the event of a business transition, such as a merger, acquisition by another company or sale of all or a portion of Veritas’s assets.
- *Manage and improve our recruiting programs and systems* – obtain feedback from you regarding your experience with our recruiting process, administer recruiting campaigns, manage and improve our recruiting systems, processes and programs.

If you are hired, the personal information described in this Privacy Policy will be processed for onboarding purposes and will become part of your human resources records, in accordance with our Colleague Privacy Notice.

4. How We Disclose Personal Information

Veritas discloses personal information only with those who have a legitimate business need or reason to access it. We may disclose personal information in the following ways:

- *Within Veritas* – We disclose personal information with Veritas personnel who have a business need to know the information in connection with the recruitment and/or hiring process, such as the manager in charge of hiring for the role and interviewers (as applicable), for the purposes described in this Privacy Policy, and as required under

applicable law. All Veritas personnel who handle personal information must comply with Veritas's privacy and security policies.

- *With Veritas's third-party service providers and agents* – We disclose personal information with external third parties that help us provide and administer our recruiting functions. These third parties may include, but are not limited to, technology platform providers, recruiting agencies and consultants, candidate relationship management services, legal service providers, and IT service providers. We require these third parties to agree to safeguard the personal information they receive.
- *Merger or sale of our business* – If we are involved with a merger, asset sale, reorganization, financing, liquidation, bankruptcy, or the acquisition of all or part of our business, we may disclose personal information in connection with that event, such as with an acquiring company and its advisors. Any acquirer or successor of Veritas may continue to use the personal information as described in this Privacy Policy provided that the acquirer or successor is bound by appropriate agreements or obligations and may only use or disclose personal information in a manner consistent with the use and disclosure provisions of this Privacy Policy, or unless you consent otherwise.
- *Response to legal requests* – We may disclose personal information with third parties when we reasonably believe disclosure is required or permitted to comply with a subpoena, court order or other applicable law, regulation, legal process or government authority. We may disclose personal information as necessary to establish, exercise or defend against potential, threatened or actual litigation.
- *Protection of Veritas and others* – We may disclose personal information with third parties when we believe it is appropriate to protect the rights, property, or safety of Veritas, our products or services, our customers, our personnel or others, or to respond to an emergency that we believe in good faith requires us to disclose personal information to prevent harm.
- *With your consent* – We may disclose your personal information in other ways not described in this Privacy Policy with your consent.

We may disclose information in a form that does not identify you individually, such as in aggregate and/or anonymized form, internally or with certain third parties for purposes such as analytics, research, reporting and benchmarking.

5. Managing Your Personal Information

You may review, update, and correct personal information that you provide to us by [contacting us](#) using the methods described in this Privacy Policy.

You may opt out of receiving communications from our Recruiting team by clicking “unsubscribe”

in any email that we send you or you can contact us using the methods described in this Privacy Policy. If you opt out, we will still send you transactional emails, such as emails related to a pending job application or upcoming interview.

6. How We Protect Personal Information

At Veritas, we take our responsibility to protect the security and privacy of personal information seriously. We have implemented what we believe to be reasonable and appropriate security measures designed to prevent personal information from being lost, used, accessed, altered, or disclosed in an unauthorized or unlawful way.

However, no method of transmission over the Internet, or method of electronic storage, is 100% secure, and we cannot and do not guarantee that personal information is completely secure and safe from such risks.

7. How Long We Store Personal Information

We retain personal information for as long as needed to fulfill the purposes stated in this Privacy Policy and as required under applicable law and regulatory requirements. Generally, we keep personal information in our records to consider you for future opportunities with us, as permitted under applicable law, unless you ask us to delete it. We also keep personal information for a reasonable period of time as necessary to respond to any hiring-related inquiries and manage legal obligations. To determine how long we keep personal information, we consider the amount, nature, and sensitivity of the personal information, the reasons for which we collect and process the information, and applicable legal requirements.

8. Changes to this Privacy Policy

We may occasionally update or make changes to this Privacy Policy. When we do, we will revise the "Effective and Last Updated Date" at the top of the Privacy Policy. If we make material changes to this Privacy Policy, we will inform you of the changes as required under applicable law. You can see when this Privacy Policy was last updated by checking the "Effective and Last Updated Date" displayed at the top of this Privacy Policy.

9. How to Contact Us

If you have questions or comments about this Privacy Policy or our privacy practices, please contact us at privacy@veritasinv.com.

APPENDIX

California Privacy Notice

This California privacy notice supplements the information provided in this Privacy Policy and applies only to Candidates who are California residents. It provides our “notice at collection,” describes the rights that California residents have over their personal information, and includes disclosures related to our processing activities. If you have any questions about your California privacy rights or the information provided in this California privacy notice, please [contact us](#) as described in this Privacy Policy.

For purposes of this California privacy notice, “Personal Information” is used as defined under the California Consumer Privacy Act, as amended by the California Privacy Rights Act of 2020 (“CCPA”) and means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to a particular consumer or household. Personal information does *not* include:

- information that is lawfully made available from federal, state, or local government records;
- anonymous, de-identified, or aggregated information; and
- information excluded from the scope of the CCPA, such as health or medical information covered under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and financial information covered under the Fair Credit Reporting Act (“FCRA”) or Gramm-Leach Bliley Act (“GLBA”).

When we talk about the “sale” or “sharing” of Personal Information, we are also using those terms as they are defined in the CCPA.

California Privacy Rights

Candidates who are California residents have the following rights related to their Personal Information:

- **Know** - You have the right to know:
 - (a) the categories of Personal Information we’ve collected,
 - (b) the categories of the sources from which the Personal Information is collected,
 - (c) the business or commercial purposes for collecting, selling, or sharing the Personal Information,
 - (d) the categories of third parties to whom we’ve disclosed Personal Information, and
 - (e) the categories of Personal Information we’ve disclosed for a business purpose, sold, or shared and the third parties to whom we’ve disclosed, sold, or shared the Personal Information;

- **Access** - You have the right to request and receive the specific pieces of Personal Information we have collected about you in a commonly used, machine-readable format;
- **Correct** - You have the right to correct inaccurate Personal Information we have collected and retained;
- **Delete** - You have the right to request that we delete your Personal Information, subject to certain exceptions;
- **Opt-out of sale and sharing** - You have the right to opt-out of having your Personal Information “sold” or “shared”;
- **Limit use and disclosure of Sensitive Personal Information** - In certain circumstances, you have the right to request that we limit the use and disclosure of certain Personal Information considered “Sensitive Personal Information” under the CCPA, as applicable; and
- **No discrimination** - You have the right not to be discriminated against because you have exercised your rights under California law.

Exercising Your California Privacy Rights

To exercise any of the California privacy rights described above, you or your authorized agent acting on your behalf may submit a request by:

- Calling us at 1-877-845-0011;
- Writing to us at Veritas Investments, attn: Risk Management, One Post Street, Suite 3100 San Francisco, CA 94104; or
- Filling out [this form](#).

To verify your identity, we may ask you to confirm Personal Information we already have on file for you. If we cannot verify your identity from the information we have on file, we may request additional information, which we will only use to verify your identity and for security or fraud prevention purposes.

If you use an authorized agent to make a request on your behalf, we may require proof from you that they have been authorized directly by you to act on your behalf.

We will respond to your rights request as required under the CCPA.

We reserve the right to deny your request subject to applicable law, such as if we cannot verify your identity or the authority to receive the Personal Information.

No Sale or Sharing of Personal Information

We do not sell or share your Personal Information or your Sensitive Personal Information to or with third parties, as “sale” and “share” are defined under the CCPA. We do not disclose Candidate Personal Information with third parties for their own marketing purposes.

For more information about “sale” and “sharing” of personal information on our websites and for a description of your opt-out rights with respect to our websites, please see each of our corresponding Privacy Policies.

Retention of Personal Information

Please see the [How Long We Store Personal Information](#) section of the Privacy Policy above for information about how long we retain the Personal Information we collect.

Personal Information Categories We Collect and Personal Information

Below is a summary of the Personal Information categories, as defined by the CCPA, that we have collected in the previous twelve (12) months, the categories of sources from which the Personal Information were collected, the business purposes for which we’ve collected and disclosed them, and the categories of third parties to which we’ve disclosed them for business purposes. Some of the information in several of the categories may overlap.

In the table below, “Service Providers” means our service providers, agents, and professional advisers as described above in [Section 4](#) (How We Share Personal Information). The sources identified refer to the sources described above in [Section 2](#).

Category of Personal Information	Sources	How We Use It	We Share It With
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<p>Identifiers (such as name, postal address, unique personal identifier, email address, social security number, driver's license number, passport number)</p>	<ul style="list-style-type: none"> · Directly from you · Third-party sources · Automatically collected 	<ul style="list-style-type: none"> · Communicate with you · Process job applications · Conduct interviews and make hiring decisions · Immigration · Diversity, Equity, Inclusion · Security and management of systems & facilities · Legal requirements · Analytics · Manage & improve our recruiting programs and systems 	<ul style="list-style-type: none"> · Service Providers
<p>The categories of Personal Information in § 1798.80(e) of the California Civil Code (such as name, signature, Social Security number, physical characteristics or description, address, telephone number,</p>	<ul style="list-style-type: none"> · Directly from you · Third-party sources 	<ul style="list-style-type: none"> · Communicate with you · Process job applications · Conduct interviews and make hiring decisions · Immigration · Diversity, Equity, Inclusion · Security and management of systems & facilities 	<ul style="list-style-type: none"> · Service Providers

<p>employment history)</p>		<ul style="list-style-type: none"> · Legal requirements · Analytics · Manage & improve our recruiting programs and systems 	
<p>Protected classification characteristics under California or federal law (such as age, race, ethnicity, gender identification, religion, medical condition, disability status, citizenship, veteran or military status or marital status)</p>	<ul style="list-style-type: none"> · Directly from you · Third-party sources 	<ul style="list-style-type: none"> · Process job applications · Immigration · Diversity, Equity, Inclusion · Legal requirements · Analytics · Manage & improve our recruiting programs and systems 	<ul style="list-style-type: none"> · Service Providers
<p>Electronic network activity information (such as browsing history, search history, and information regarding interaction with a website or online application)</p>	<ul style="list-style-type: none"> · Directly from you · Third-party sources · Automatically collected 	<ul style="list-style-type: none"> · Communicate with you · Security and management of systems & facilities · Legal requirements · Analytics · Manage & improve our recruiting programs and systems 	<ul style="list-style-type: none"> · Service Providers

<p>Professional or employment information (such as job history, professional licenses or certifications)</p>	<ul style="list-style-type: none"> · Directly from you · Third-party sources 	<ul style="list-style-type: none"> · Process job applications · Conduct interviews and make hiring decisions · Diversity, Equity, Inclusion · Legal requirements · Analytics · Manage & improve our recruiting programs and systems 	<ul style="list-style-type: none"> · Service Providers
<p>Education information, as defined by the Family Educational Rights and Privacy Act (such as school records including school(s) attended, dates attended, degree(s) earned, academic achievements)</p>	<ul style="list-style-type: none"> · Directly from you · Third-party sources 	<ul style="list-style-type: none"> · Process job applications · Conduct interviews and make hiring decisions · Diversity, Equity, Inclusion · Legal requirements · Analytics · Manage & improve our recruiting programs and systems 	<ul style="list-style-type: none"> · Service Providers

<p>Audio, electronic, visual, thermal, olfactory, or similar information (such as from recorded video conferences, photos that are part of an application submission, or social media profiles like LinkedIn)</p>	<ul style="list-style-type: none"> · Directly from you · Third-party sources 	<ul style="list-style-type: none"> · Communicate with you · Process job applications · Diversity, Equity, Inclusion · Legal requirements · Analytics · Manage & improve our recruiting programs and systems 	<ul style="list-style-type: none"> · Service Providers
<p>Inferences drawn from any of the information identified above</p>	<ul style="list-style-type: none"> · Third-party sources · Automatically collected 	<ul style="list-style-type: none"> · Process job applications · Conduct interviews and make hiring decisions · Diversity, Equity, Inclusion · Analytics · Manage & improve our recruiting programs and systems 	<ul style="list-style-type: none"> · Service Providers

<p>Sensitive Personal Information (Social security number, driver’s license, or passport number, personal information that reveals racial or ethnic origin or religious or philosophical beliefs, personal information concerning health)</p>	<ul style="list-style-type: none"> · Directly from you · Third-party sources 	<ul style="list-style-type: none"> · Process job applications · Immigration · Diversity, Equity, Inclusion · Legal requirements · Analytics · Manage & improve our recruiting programs and systems 	<ul style="list-style-type: none"> · Service Providers
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We do not use sensitive personal information for purposes other than those specified in the table above. We do not collect or process sensitive personal information for purposes of inferring characteristics about consumers. For more information about the purposes for which we use Personal Information and the third parties with whom we share Personal Information, please see Sections [3](#) and [4](#) in the Privacy Policy above.

For more information about the categories of Sensitive Personal Information we collect and the purposes for which we use Sensitive Personal Information, please see [Section 2](#) in the Privacy Policy above. In addition to the categories of Sensitive Personal Information listed in Section 2, for purposes of the CCPA, Sensitive Personal Information may also include certain government ID numbers (e.g., social security, driver’s license, state ID card, or passport number).

Shine the Light Disclosure

The California "Shine the Light" law gives residents of California the right under certain circumstances to request information from us regarding the manner in which we disclose certain categories of personal information (as defined in the Shine the Light law) with third parties for their direct marketing purposes. We currently do not disclose your personal information to third parties for their own direct marketing purposes.