

## CANDIDATE PRIVACY POLICY

This Candidate Privacy Policy applies to job applicants applying for jobs with RaceRocks 3D Inc. (the "Company"). Please read it to know how we protect your privacy.

### Scope and Overview

The Company is committed to protecting the privacy and security of your personal information. This Candidate Privacy Policy describes how the Company and its subsidiaries, affiliates, and related entities (collectively, the "Company" "we," or "us") collect and use personal information about you during the application and recruitment process.

This Candidate Privacy Policy describes the categories of personal information that we collect, how we use your personal information, how we secure your personal information, when we may disclose your personal information to third parties, and when we may transfer your personal information outside of your home jurisdiction. This Candidate Privacy Policy also describes your rights regarding the personal information that we hold about you and how you can access, correct, and request erasure of your personal information.

We will only use your personal information in accordance with this Candidate Privacy Policy unless otherwise required by applicable law. We take steps to ensure that the personal information that we collect about you is limited to the purposes of reviewing your application

### Collection of Personal Information

For purposes of this Candidate Privacy Policy, personal information means any information about an identifiable individual. We may collect personal information directly from you, as a job applicant, or may receive personal information from third parties, for example, in connection with a background, employment, or reference check, subject to your consent. Personal information does not include publicly-available information such as business contact information which includes an individual's name, position name or title, business telephone number, business address, business email, business fax number and other similar business information, information that has been made anonymous or aggregated information that cannot be associated with a specific individual. We may collect, store, and use the following categories of personal information in connection with our recruiting activities:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Work history and other relevant experience including information contained in a resume, CV, cover letter, or job application
- Education information including degrees awarded, transcripts, and other information provided in support of the job application
- Information collected during phone screenings and interviews

- Details regarding the type of employment sought, desired salary, willingness to relocate, job preferences, and other information related to compensation and benefits
- Reference information and information received from background checks, where applicable, including information provided by third parties

### **Use of Personal Information**

We only use your personal information where applicable law permits or requires it in connection with carrying out our application and recruitment process. We may use your personal information for the following legitimate business purposes:

- Identifying and evaluating job applicants, including assessing skills, qualifications, and interests
- Verifying your information and carrying out employment, background, and reference checks, where applicable, subject to your consent where required by applicable law
- Communicating with you about the recruitment process and your application
- Keeping records related to our hiring processes
- Creating and submitting reports as required by applicable laws or regulations
- To comply with our legal, regulatory, or other corporate governance requirements
- Complying with applicable laws, regulations, legal processes, or enforceable government requests
- To protect the rights and property of the Company and the related group of companies, other job applicants, employees, or the public, as required or permitted by law

In addition to using your personal information for the position for which you have applied, we may retain and use your personal information to inform you about and consider you for other positions that may be appropriate for you. If you do not want to be considered for other positions or would like us to remove your personal information, you may contact us as specified below under Contact Us.

We will only use your personal information for the purposes we collected it for. If we need to use your personal information for an unrelated purpose, we will seek your consent. We may use your personal information without your knowledge or consent where required by applicable law or regulation.

### **Data Sharing**

We will only disclose your personal information to third parties where required by law or to our employees, contractors, designated agents, or third-party service providers who require such information to assist us with administering the recruitment process, including third-party service providers who provide services to us or on our behalf. We may use third-party service providers for various purposes, including, but not limited to, obtaining employment verification and background checks, and managing our human resource information systems. These third-party service providers may be located outside of Canada.



We require all our third-party service providers to implement appropriate security measures to protect your personal information consistent with our policies and any data security obligations applicable to us. We do not permit our third-party service providers to use your personal information for their own purposes. We only permit them to use your personal information for specified purposes in accordance with our instructions.

We may also disclose your personal information for the following additional purposes where permitted or required by applicable law:

- To our related and affiliated companies (including outside of your home jurisdiction) for the purposes set out in this Candidate Privacy Policy and as necessary to administer the application and recruitment process
- To comply with legal obligations or valid legal processes such as search warrants, subpoenas, or court orders. When we disclose your personal information to comply with a legal obligation or legal process, we will take reasonable steps to ensure that we only disclose the minimum personal information necessary for the specific purpose and circumstances
- During emergency situations or where necessary to protect the safety of persons
- Where the personal information is publicly available
- If a business transfer or change in ownership occurs
- For additional purposes with your consent where such consent is required by law

### **Cross-Border Data Transfers**

We have centralized aspects of our data process and human resources administration in order to allow us to better manage our business. That centralization may result in the transfer of personal information from one country to another within the limits and subject to requirements of the applicable laws. The countries where the information will be transferred may or may not have laws that seek to preserve privacy of the personal information. However, whenever personal information is transferred outside of the country, the personal information will be processed in accordance with the principals of this Policy and the applicable privacy legislation.

Further information regarding cross-border transfers may be obtained by contacting us at [peopleops@racerocks3D.com](mailto:peopleops@racerocks3D.com).

### **Data Security**

We have implemented appropriate physical, technical, and organizational security measures designed to secure your personal information against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, we limit access to personal information to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.



**Data Retention**

Except as otherwise permitted or required by applicable law or regulation, we will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Under some circumstances we may anonymize your personal information so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent.

If you are offered and accept employment with us, the personal information we collected during the application and recruitment process will become part of your employment record, and we may use it in connection with your employment consistent with our employee personal information policies. If you do not become an employee, or, once you are no longer an employee of the Company, we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

**Rights of Access, Correction, Erasure, and Objection**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the recruitment process. By law you have the right to request access to and to correct the personal information that we hold about you or withdraw your consent to the use of your personal information under certain circumstances. If you want to review, verify, correct, or withdraw consent to the use of your personal information, please contact us at [peopleops@racerocks3D.com](mailto:peopleops@racerocks3D.com). Any such communication must be in writing. We will provide you access to your personal information within 30 days, unless we are prohibited by law to do so. For example, we cannot provide you access if it violates the right to privacy of another person.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the personal information that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal information that we hold about you, or we may have destroyed, erased, or made your personal information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

**Contact for Privacy-Related Questions**

If you have any questions about this Candidate Privacy Policy or how we handle your personal information, or would like to request access to your personal information, please contact: [peopleops@racerocks3D.com](mailto:peopleops@racerocks3D.com).



**Changes to the Candidate Privacy Policy**

We reserve the right to update this Candidate Privacy Policy at any time, consistent with the requirements of applicable law or business needs.. Appropriate notice will be given concerning such amendments. We may use your personal information without your knowledge or consent where required or permitted by applicable law or regulation.

**Administration of this Policy**

The People Operations Department is responsible for the administration of this policy. If employees have questions regarding this policy that are not addressed in the policy, they may contact: [peopleops@racerocks3D.com](mailto:peopleops@racerocks3D.com).

