

Job Candidate Privacy Notice

Last Updated May 9, 2024

We have updated our Privacy Policy and associated notices. The update contains important information about our collection and use of your personal information, as well as your legal rights and our [UK and EU Supplementary Privacy Notice](#). For questions, please contact WebAgent@constellation.com

This Job Candidate Privacy Notice ("Notice") explains how Constellation Energy Corporation and its subsidiaries and affiliated companies, including but not limited to Constellation Energy Generation, LLC, Constellation Home Products & Services, LLC, Constellation NewEnergy, Inc., Constellation NewEnergy-Gas Division, LLC, and their respective subsidiaries (hereinafter referred to collectively as "Constellation" or "Constellation companies," "us," "we," or "our") collects, uses, and shares your personal information when you apply for employment with Constellation, via this website. This notice does not apply to customers and general website visitors, who should view Constellation's general [Privacy Policy](#) instead, available at constellation.com (the "[Privacy Policy](#)").

We may change this Notice at any time by posting a revised version on our website. Any changes will be immediately effective upon the posting of the updated Notice. Please regularly check this Notice for any such updates.

[Our UK and EU Supplementary Privacy Notice](#) ("UK/EU Privacy Notice"), which forms part of this Notice, sets out information on how we process personal data when acting as a data controller within the scope of EU and UK data protection laws. Please review the UK/EU Privacy Notice for where you are located in the UK or EU to understand how we process job candidate personal data and the rights that you have, which may be different than as described elsewhere in this Notice. If you are located in the EU or UK and there is conflict between the UK/EU Privacy Notice and the rest of this Notice, the UK/EU Privacy Notice takes precedence.

The Notice explains/includes:

- A. The Personal Information Constellation Collects
- [B. How Constellation Uses Job Candidate Personal Information](#)
- [C. How Constellation Shares Personal Information](#)
- [D. Personal Information Choices](#)
- [E. Special Information For California Residents](#)
- [F. Contact Us](#)
- [G. EU and UK Supplementary Privacy Notice](#)

A. The Personal Information Constellation Collects

We may collect certain information from and about you in order to evaluate and process your application. This information may include:

- **Personal Information you give Constellation:** This includes contact information (*i.e.*, name, telephone number, physical address, email, and other contact details); previous work experience, education, skills, and other qualifications; professional and other work-related licenses, permits and certifications; work authorization status; information relating to references; information from social media sites if you choose to link your application to social media; and any other information you elect to provide to us. We may also ask you to provide certain information that we use to further our goal of maintaining a diverse workforce, or to comply with laws, such as information about your race, ethnicity, gender, veteran status, or whether you have a disability. As described in the application process, you are not required to provide this information.
- **Personal Information Constellation learns from your use:** We may collect certain information automatically using cookies if you apply on our website. For more information regarding our use of cookies and how you can select your preferences, please see [Section A of our Privacy Policy](#).
- **Personal Information obtained from third parties:** We may obtain information about you from platforms used to collect application information, recruiters, references, and former employers. We may use background check services to collect additional information, such as educational records, criminal records, court records, etc., subject to consent, which we will request during the process of evaluating your application. If you submit an application through third-party job posting services, please be advised that we do not control the privacy practices of these services. Please review their privacy policies carefully prior to providing application information.

B. How Constellation Uses Job Candidate Personal Information

We may use your personal information for any of the following purposes:

- **To conduct our hiring process:** To evaluate your qualifications for the job you applied for or future jobs that may match your profile, and to communicate with you regarding your job application or other inquiries and requests.
- **To evaluate the effectiveness of our hiring practices:** To support our efforts to create and maintain a diverse workforce or otherwise analyze our practices.

- **Comply with legal and regulatory obligations:** To comply with our regulatory requirements or in connection with inquiries from regulators, law enforcement agencies, or parties involved in litigation, in each case anywhere in the world.

C. How Constellation Shares Personal Information

We may share your information as follows:

- **With service providers** to perform functions on our behalf, such as auditing and accounting, professional services, measurement and analytics services, security and fraud prevention, maintenance, and hosting of our Services, and IT.
- **To other members of our family of companies** (including outside of your home jurisdiction) for the purposes set out in this Privacy Policy and as necessary to administer the application and recruitment process.
- **When required by law**, such as in response to or in compliance with court or regulatory agency orders, (including law enforcement if applicable) legal proceedings, or legal processes; to exercise our legal rights; to defend against legal claims or demands; or to comply with the requirements of any applicable law.
- **To prevent harm** and as necessary to detect, investigate, prevent, or take action against illegal activities, fraud, or situations involving potential threats to the rights, property, or personal safety of any person.
- **As part of a business transaction** with another entity or its affiliates or service providers in connection with a contemplated or actual merger, acquisition, consolidation, change of control, or sale of all or a portion of our assets or if we undergo bankruptcy or liquidation.

D. Personal Information Choices

You can access your candidate account at any time to view or correct certain information of yours in our possession and which is associated with your account.

E. Special Information for California Residents

If you are a California resident, you have the right under the California Consumer Privacy Act ("CCPA") to receive notice of the categories of personal information we collect, the purposes for which those categories of personal information will be used, and how we determine the length of time for which the personal information is maintained.

Collection, Use, and Retention - Job Candidates

We collect personal information subject to the CCPA when we receive an application from a candidate located in California.

California law requires us to provide information regarding the criteria we use to determine the length of time for which we retain personal information. Information processed in connection with job applications is retained for a reasonable period of time following completion of the evaluation process due to legal requirements and to allow us to analyze and improve our recruitment processes. If you receive and accept an offer of employment, we may retain your application materials as part of your employee records.

We utilize the following criteria to determine the length of time for which we retain job application information:

- The business purposes for which the information is used, and the length of time for which the information is required to achieve those purposes;
- Whether we are required to retain the information type in order to comply with legal obligations or contractual commitments, to defend against potential legal claims, or as otherwise necessary to investigate theft or other activities potentially in violation of Constellation's policies and procedures applicable to you or against the law, to ensure a secure online environment, or to protect health and safety;
- The privacy impact of ongoing retention on the consumer; and
- The manner in which information is maintained and flows through our systems, and how best to manage the lifecycle of information in light of the volume and complexity of the systems in our infrastructure.

All retention criteria are applied similarly to all categories listed below.

The following chart describes our practices with regard to the collection and use of personal information. We use categories to describe the information we process that are listed in the CCPA. Certain personal information may fall into multiple categories. Some of the categories include very different types of information. As a result, how we use and how long we keep the information within each category will vary.

The examples of personal information listed below are illustrative and do not represent a complete description of the information we process.

Category	Required Information
Identifiers	Name, email address, telephone number, address Source: Directly from you; from third parties Purpose of collection and use: All purposes listed in Section B .
Personal information categories listed in the	Name, signature, Social Security Number, physical characteristics or description, address, telephone number,

California Customer Records statute (Cal. Civ. Code § 1798.80(e)); Sensitive personal information	passport number, driver’s license or state identification card number, education, employment, employment history, medical information Source: Directly from you; from third parties Purpose of collection and use: All purposes listed in Section B
Protected classification characteristics under California or federal law; Sensitive personal information	Age (40 years or older), national origin, marital status, gender, veteran or military status Source: Directly from you Purpose of collection and use: All purposes listed in Section B
Internet or other similar network activity	Device ID, browsing history, search history, and information regarding your interaction with an internet website, application, or advertisement Source: Automatically collected when you visit our website Purpose of collection and use: All purposes listed in Section B
Education information	Institutions attended, degrees obtained, and courses taken Source: Directly from you Purpose of collection and use: All purposes listed in Section B
Audio and visual information	Video taken by security cameras if you visit Constellation's offices Source: Directly from you Purpose of collection and use: All purposes listed in Section B
Inferences drawn from other information	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes Source: We do not actively create profiles of the preferences or interests of our job applications; however, certain information may be collected incidentally during the process of evaluating your application for employment Purpose of collection and use: All purposes listed in Section B

Constellation does not collect the following categories listed in the CCPA: commercial information, biometric information, or geolocation data.

Sale and Sharing

The CCPA also requires us to list the categories of third parties to whom we “sell” or “share” personal information. Under the CCPA, a business “sells” personal information when it discloses personal information to a company for monetary or other benefit. We are required to list entities to whom we disclose information to conduct activities on our behalf, as described in [Section C](#) above. These entities are restricted from using personal information for any purpose that is not related to our engagement.

Category	Required Information
Identifiers	Name, email address, telephone number, address Categories of Parties With Whom PI is Sold: None

	Categories of Parties With Whom PI is Disclosed: Service providers
Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)); Sensitive personal information	Name, signature, Social Security Number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, education, employment, employment history, medical information Categories of Parties With Whom PI is Sold: None Categories of Parties With Whom PI is Disclosed: Service providers
Protected classification characteristics under California or federal law' Sensitive personal information	Age (40 years or older), national origin, marital status, gender, veteran or military status Categories of Parties With Whom PI is Sold: None Categories of Parties With Whom PI is Disclosed: Service providers
Internet or other similar network activity	Device ID, browsing history, search history, and information regarding your interaction with an internet website, application, or advertisement Categories of Parties With Whom PI is Sold: Advertising partners; data analytics providers Categories of Parties With Whom PI is Shared: Service providers _
Education information	Institutions attended, degrees obtained, and courses taken Categories of Parties With Whom PI is Sold: None Categories of Parties With Whom PI is Disclosed: Service providers
Audio and visual information	Video taken by security cameras if you visit Constellation's offices Categories of Parties With Whom PI is Sold: None Categories of Parties With Whom PI is Disclosed: Service providers
Inferences drawn from other information	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes Categories of Parties With Whom PI is Sold: None Categories of Parties With Whom PI is Disclosed: Service providers

Rights

As a California resident, you have the right to request **access** to personal information collected about you and information regarding the source of that personal information, the purposes for which we collect it, and the third parties and service providers with whom we share it. You also have the right to request we **correct inaccurate information**, and to request in certain circumstances that we **delete personal information** that we have collected directly from you. You have the right to be **free from discrimination** based on your exercise of your CCPA rights.

You may submit a request to exercise your right to access, correct, or delete your personal information through one of the following means:

- By completing the form available [here](#)
- By calling us at 1-844-636-3749

We may have a reason under the law why we do not have to comply with your request, or why we may comply with it in a more limited way than you anticipated. If we do, we will explain that to you in our response. Upon submission of your request, we will contact you (via the email address provided in your request) with instructions on how to verify the request, after which we will check our records for matching information, and aim to complete requests as soon as reasonably practicable and consistent with any applicable laws. You may authorize another individual or a business registered with the California Secretary of State, called an authorized agent, to make requests on your behalf through these means.

You may opt out of the sale of sharing of personal information to third parties via the means identified in Your Privacy Choices

You also have the right to request that we limit use of your sensitive personal information to certain purposes allowed by law. However, we do not use sensitive personal information in any way for which you would be afforded this right.

F. Contact Us

If you have any questions about this privacy policy or about the use of your personal information or you want to exercise your privacy rights, please contact us at WebAgent@constellation.com.

G. EU and UK Supplementary Privacy Notice

This UK/EU Privacy Notice is issued on behalf of Constellation. When we mention these terms in this UK/EU Privacy Notice, we are referring to the relevant company out of those listed above that is responsible for processing your personal information.

Constellation Energy Generation, LLC is the controller that is responsible for this website.

If you have any questions about this UK/EU Privacy Notice, please contact us using the information set out in the [Contact Us](#) section above.

Use of Personal Information: Under UK and EU data protection laws, we are required to have a lawful basis for processing personal information. In particular, at least one of the following lawful bases must apply in each case:

- **Consent:** where you have expressly agreed to us processing your personal information.
- **Performance of a contract:** where it is necessary for us to process your personal information in order to perform a contract with you or to take steps at your request before entering into a contract with you.
- **Legal obligations:** where it is necessary for us to process your personal information for compliance with a relevant legal obligation that we are subject to.
- **Vital interest:** where it is necessary for us to process your personal information to protect your vital interests, or the vital interests of someone else.
- **Public task:** where it is necessary for us process your personal information to perform a task in the public interest and the task has a clear basis in law.
- **Legitimate interests:** where it is necessary for our legitimate interests (or those of a third party) to process your personal information, as long as your interests and fundamental rights do not override those interests.
- The table below sets out the purposes for which we process your personal information, and the relevant lawful base or bases that apply in each case.

Purpose and Lawful Basis:

Type of Data	Purpose	Lawful Basis for Processing
Your contact information (i.e., name, telephone number, physical address, email, and other contact details).	<p>So that we can contact you by letter, email, or phone in relation to your application, to progress your application, to respond to your queries, to arrange interviews and to inform you of the outcome at all stages.</p> <p>To inform the relevant manager or department of your application.</p>	Necessary for our legitimate interests in carrying out a fair and effective recruitment process.

<ul style="list-style-type: none"> • Your previous work experience. • Details of your education, skills, and other qualifications. • Details of your professional and other work-related licenses, permits and certifications. • Information from social media sites if you choose to link your application to social media. • Any other information you elect to provide to us as part of your application. 		<p>To help us decide which candidates to shortlist for interview and ultimately recruit.</p>			<p>Necessary for our legitimate interests in:</p> <ul style="list-style-type: none"> • carrying out a fair recruitment process; and • making an informed decision to recruit.
<p>Information about your work authorization status, including your nationality and immigration status and data from related documents, such as your passport or other identification and immigration information.</p>		<p>To carry out right to work checks.</p>			<p>Necessary to comply with any legal obligations that require us to carry out right to work checks.</p>

<p>Information about your race, ethnicity, gender, health, veteran status, or whether you have a disability.</p>	<p>To carry out equal opportunities monitoring, analyze our recruitment practices, support our efforts to create and maintain a diverse workforce and produce diversity statistics.</p>	<p>Necessary for compliance with any legal obligations that require us to carry out equal opportunities monitoring and/or consider reasonable adjustments in the workplace.</p> <p>Otherwise, we only process this personal data with your consent*.</p> <p><i>*If you choose to consent, you can withdraw this at any time, by contacting us.</i></p>
<p>Information relating to references including personal information provided about you by referees in any references that they provide to us.]</p>	<p>To obtain references about you from organizations that you have worked for.</p>	<p>Necessary for our legitimate interests in:</p> <ul style="list-style-type: none"> • carrying out a fair recruitment process; • assessing your suitability for the role; and • making an informed decision to recruit.
<p>Information regarding your criminal record in a criminal records certificate (CRC) or enhanced criminal records certificates (ECRC) as appropriate.</p>	<p>To check whether you have any criminal convictions that would prevent us from offering you employment.</p>	<p>Necessary for our legitimate interests in verifying any criminal records information provided by you and checking whether we can offer you employment.</p>
<p>Personal information contained in cookies and similar technologies.</p>	<p>So that we can see how you have interacted with the job adverts that are listed on this website.</p>	<p>Only with your consent*, provided via our cookie consent banner.</p> <p><i>*If you choose to consent, you can withdraw this at any time, by clicking the</i></p>

				<i>link Your Privacy Choices in Section E, which can also be accessed in the footer of this website.</i>
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If your application is unsuccessful, we may ask you if you would like your personal information that we have collected during the recruitment process to be kept on file. If you say yes, we will proactively contact you should any further suitable vacancies arise. Our lawful basis for this processing will be that you have provided your **consent** to this. You can withdraw your consent at any time, by [contacting us](#).

We will also process your personal information collected during the recruitment process, where necessary in order to comply with regulatory and corporate governance requirements, expectations and good practice, and/or in connection with inquiries from regulators, law enforcement agencies, or parties involved in litigation. Our lawful basis for this processing is that it is necessary for our **legitimate interests** in protecting our business and acting in accordance with standards that are expected of us.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Sharing Personal Information With Third Parties

We may share your personal information for the purposes set out above, with the recipients described in [Section C](#) above.

Our websites and applications may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share information about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

How Long Your Personal Information Will Be Kept

Except as otherwise permitted or required by applicable law or regulation, we will only retain your personal information for as long as necessary to fulfill the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

- We will keep recruitment information, including interview notes, for no longer than is reasonable in the circumstances, taking into account the time limits for bringing claims against us (for example for discrimination against candidates on prohibited grounds) and whether you have agreed to us keeping your information on file so that we can contact you about future employment opportunities at Constellation.

If you are offered and accept employment with Constellation, 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 privacy notice.

For more information about how long we keep specific types of personal information, please [Contact Us](#).

International Transfers:

We may only transfer your personal information to another entity in a country outside the UK or European Economic Area (“**EEA**”) (as applicable):

where there are appropriate safeguards in place, such as legally-approved standard data protection clauses recognized or issued further to Article 46(2) of the UK GDPR and/or EU GDPR (“**SCCs**”). We have SCCs in place in respect of transfers of personal information to the United States

If you would like further information about information transferred outside the UK/EEA, please [Contact Us](#).

Your Rights

Where UK or EU data protection laws apply, you have the following rights (subject to certain conditions and limitations), which apply instead of the rights set out elsewhere in this Notice.

- **Access** - the right to be provided with a copy of your personal information.
- **Rectification** - the right to require us to correct any mistakes in your personal information.
- **Erasure** - (also known as the right to be forgotten) - the right to require us to delete your personal information in certain situations.
- **Restriction of processing** - the right to require us to restrict processing of your personal information in certain circumstances, e.g., if you contest the accuracy of the information.
- **Data portability** - the right to receive the personal information you provided to us in a structured, commonly used and machine-readable format and/or transmit that data to a third party—in certain situations.

- **Objection** - the right to object (i) at any time to your personal information being processed for direct marketing (including profiling); and (ii) in certain other situations to our continued processing of your personal information, e.g. processing carried out for the purpose of our legitimate interests unless there are compelling legitimate grounds for the processing to continue or the processing is required for the establishment, exercise or defense of legal claims.
- **Withdrawing consent** - if you have provided us with consent to use your personal information you have a right to withdraw that consent easily at any time. Withdrawing consent will not affect the lawfulness of our use of your personal information in reliance on that consent before it was withdrawn.
- **Not to be subject to decisions without human involvement** - the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. We do not make any such decisions based on data collected within the scope of this Notice.

For further information on each of those rights, including the circumstances in which they do and do not apply, please [Contact Us](#).

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal information (or to exercise any of your other rights). This is a security measure to ensure that personal information is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to help speed up our response.