

Granicus GDPR/ CCPA Candidate Privacy Policy

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Version 2.0

Granicus LLC. and Granicus-Firmstep, Ltd. ("Granicus" or "Company") is committed to maintaining your trust by protecting your personal data. This Privacy Policy explains our practices for the collection, use, and other processing of candidate personal data.

Granicus is a "data controller". This means that we are responsible for deciding how we hold and use personal data about you.

This is the latest version of this Privacy Policy. Nothing in this Privacy Policy shall be deemed to constitute a contract of employment nor shall it form part of any potential subsequent contract of employment you may be given. Granicus may amend this Privacy Policy from time to time by updating this page.

1. WHAT PERSONAL DATA DOES GRANICUS COLLECT, AND FOR WHAT PURPOSES?

As a candidate for employment with Granicus, we have to collect some information. Normally, you will supply us with this information via a Curriculum Vitae or Resume, or through an online form while applying for a job. Personal data will include name, contact details, work and education history, professional references, interview notes, assessment results, work authorization, and VISA sponsorship details.

This data is collected as a pre-condition to entering into a contract with Granicus and we will use it only for the purposes of evaluation and selection of the most appropriate candidates for interview, and then for entering into an employment contract with successful candidates.

In addition, we may collect details on race or ethnic origins, and disabilities or medical conditions to fulfil any legal obligations we have, or in order to make reasonable adjustments to facilitate your interview experience. If you fail to provide certain

information when requested, we may not be able to progress your application, or we may be prevented from complying with our legal obligations.

2. HOW DO WE USE PARTICULARLY SENSITIVE PERSONAL DATA?

Some data is known as "special category data". This is particularly sensitive personal data that requires higher levels of protection.

We will use information about your physical or mental health, or disability status to ensure your health and safety in the workplace, to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence, and to administer benefits if hired.

We will use information about your race or ethnic origins to ensure meaningful equal opportunities monitoring and reporting.

This information is collected where necessary for the purposes of carrying out the obligations and exercising specific rights of the data controller or of the data subject in the field of employment.

3. WILL COMPUTERS OR PEOPLE MAKE THE DECISIONS?

We may use automated systems that select candidates based on certain criteria we decide. If we do so, we will set out the logic behind that decision making process and give you the right to have that decision re-evaluated by a human being. This may include candidate testing as part of the interview process, but we will ensure a human is involved in any decision-making process.

4. WHERE WILL YOUR DATA BE HELD?

Data may be transferred across the globe since Granicus is a multinational company. We will try and limit this to the minimum necessary for a given purpose, and ensure we have appropriate protections for your privacy in place that correspond with the highest global standards, such as the EU GDPR equivalent level protections wherever you or your data may be on the globe.

For example, when transferring personal data between corporate entities, Granicus relies on different legal transfer mechanisms (e.g., standard contractual clauses or

Privacy Shield certification) depending on the type of personal data needed and countries involved. Please contact our Data Protection Officer (dpo@granicus.com) for any questions you might have or for additional information regarding the protections in place for your personal data.

5. DO WE SHARE YOUR PERSONAL DATA WITH THIRD PARTIES?

Yes. We may disclose your personal data to our agents or sub-contractors, such as our applicant tracking systems vendor, assessment provider, etc., for the purposes identified above. In such cases, the agent or sub-contractor will be obligated to use that personal data in accordance with the terms of this Privacy Policy, and we will have a contract that obligates them to similar levels of protection.

We may also disclose your personal data without your permission to the extent that it is required to do so by applicable law, including in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend our legal rights.

We disclose your personal data to our private equity sponsor, Vista Equity Partners, and its affiliates, including Vista Consulting Group (collectively, "Vista "), for administration, research, database development and business operation purposes, in line with the terms of this Privacy Policy. Vista processes your personal data on the basis of its legitimate interests in overseeing the recruitment process and, if applicable, your employment relationship with Granicus.

We will not sell, distribute or lease your personal data to third parties unless we have your permission or are required by law to do so.

6. HOW LONG WILL WE KEEP THE PERSONAL DATA?

We will store your personal data for no longer than we need it for the recruitment process, or how long we are legally required to hold it. We will retain the data for a period of eighteen months after the recruitment process has concluded in the case you have an enquiry about your application. If you are offered and accept employment, your data will be retained in line with the Employee Privacy Policy.

During the recruitment process we will ask you if you wish for your data to be retained for a further period in order to be considered for other positions that may be relevant to you. If you have consented to us doing so, we will share your personal data with other

Vista portfolio companies for the purpose of being considered for other job opportunities in the pooling system, both inside and outside the European Economic Area (EEA). Please find a full list of all Vista portfolio companies at: <https://www.vistaequitypartners.com/companies/>.

When we no longer need to use your personal data, we will either remove it from our systems and records, or take appropriate steps to properly anonymize it so that individuals can no longer be identified from it (unless we need to keep your personal data to comply with any legal or regulatory obligations).

7. HOW DO WE PROTECT YOUR DATA?

We are committed to ensuring that your personal data is secure. In order to prevent unauthorized access, loss or disclosure, we have put in place security controls that reduce the risks of a security breach of your personal data. We will ensure our partners and subcontractors do the same.

8. WHAT RIGHTS DO YOU HAVE?

To exercise any of the following rights, please contact recruitingteam@granicus.com. Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction or completion of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data if we no longer have good reason for continuing to process it.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request your rights in relation to automated processing of your data, such as a description of the logic and human involvement.
- Withdraw your consent to the processing of certain personal data (only where you have previously provided consent).

- Right to withdraw your candidacy at any time.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the data (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

9. WHAT IF YOU NEED TO MAKE A COMPLAINT?

We hope you won't need to! However if you do have any concerns, please get in touch by contacting recruitingteam@granicus.com.

You have the right to make a complaint at any time to the relevant data protection supervisory authority in the EU member state in which you reside.

10. WHAT IF YOU ARE A CALIFORNIA RESIDENT?

Congratulations, the CCPA (California Consumer Privacy Act) will apply to your data!

The CCPA covers the last 12 months of data, and includes rights such as access, deletion, opt out of sale, etc. But don't worry, we endeavor to treat all of our staff the same and we will try to give you other GDPR rights that we mention in this policy! Some national and state timescales are different, and we'll notify you of them if you want to use those rights. In addition, you can bring your complaints to a regulator, in this case the California Attorney General.

Importantly, the CCPA requires us to notify you if we buy or sell your data for any benefit. We do not buy or sell candidate data; data is collected directly from you.

We collect the same category of data irrespective of your location (whether you reside in the EU or California) and for the same purpose. The collected data is shared only with the third parties mentioned in section #5 of this policy.

11. WHO CAN YOU CONTACT FOR MORE INFORMATION?

If you have any questions about this Privacy Statement or questions/complaints about the processing of your personal data by Granicus, please contact:

*Carrie Cisek, VP of Human Resources
408 St. Peter Street, Suite 600
St. Paul, MN 55102, USA
01 651-757-4114
hr@granicus.com*

If using the contact information above does not sufficiently resolve your complaint, you can also contact our Data Protection Officer.

*Gerry Hansen, Data Protection Officer
408 St. Peter Street, Suite 600
St. Paul, MN 55102, USA
01 651-400-8730
dpo@granicus.com*