CALIFORNIA PRIVACY NOTICE: EMPLOYEES, CONTRACTORS, JOB APPLICANTS & BUSINESS REPRESENTATIVES

Last Updated: October 15, 2026

This Privacy Notice (this "**Notice**") describes how Kendra Scott, LLC and its existing and future affiliates, parent companies and subsidiaries ("**Kendra Scott**," "**we**," "**our**" or "**us**") collect, use, or share Personal Information we collect from or about individuals in California in a business or employment capacity, including employees, contractors, job applicants, and business representatives. When you provide Personal Information to Kendra Scott in one of these capacities, you agree that we will collect, use, and disclose your Personal Information in accordance with this Notice. This Notice does not constitute a guarantee of employment.

This Notice does not apply to information we may collect on our websites, at our retail locations, or otherwise when you contact us or provide information as a customer. Our privacy policy applicable to our customers is available at https://www.kendrascott.com/privacy.html.

In this Notice, we refer to "Personal Information," which is information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a California resident or household.

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1. NOTICE AT COLLECTION OF PERSONAL INFORMATION

A. Personal Information Collection

If you are a Kendra Scott employee or contractor, if you enter into or seek a business relationship with Kendra Scott, or when you apply for a position with Kendra Scott as an employee or contractor, we may collect the following categories of Personal Information from and about you.

- **Identifiers/contact information:** Your name, contact details (such as your address, email address, or phone number), business contact details, unique identifiers associated with you (such as government-issued identification numbers, employee ID number, or IP address), or social media handle.

- **Characteristics of protected classifications under California or federal law:** Demographic information (race, ethnicity, national origin), age and date of birth, gender, gender identity, sexual

orientation, marital status, military or veteran status, immigration status, union membership, health or medical condition, or disability.

- **Professional or employment-related information:** We collect information about prospective and current employees and contractors, such as:
    - Your resume, cover letter, and information you choose to share about your qualifications, experience, and area of interest.
    - References, consumer reports, and background checks.
    - Performance reviews, attendance records, training records, and disciplinary reports.
    - Employee details, such as employee type, photo, work location, division, department, position level, contract type, hire date, end date, non-disclosure agreements, or reason for termination.
    - Work authorization and visa information.
    - Emergency contact details, such as the person and contact information to be contacted in case of an emergency.
    - Information we collect for human resources, procurement, or business operations purposes, such as salary, tax information and forms, expense reimbursements, working time data, leave records, banking and direct deposit information, benefits elections, beneficiaries, spousal, partner, or dependent information, or other information.

  In addition, if you are a representative of a business, vendor, contractor, or other company and you communicate with Kendra Scott, we may collect details regarding your affiliation with a business, vendor, contractor, or other company, and work performed on behalf of Kendra Scott.

- **Internet or other electronic network activity information:** This includes your use of technology on Kendra Scott's networks and systems, including your user log-in information and passwords, network activity, swipe card access, time recording software, and telephone usage data. In connection with certain promotions or campaigns, we may collect your publicly available social media activity.

- **Audio and Visual Information:** In some locations, your image, audio, or information about your movement is captured via CCTV.

- **Education information:** Information you share about your educational qualifications and anticipated graduation date (where applicable).

- **Personal information described in Cal. Civ. Code 1798.80(e):** Information that identifies a particular individual, including medical information, health insurance information, payment or financial account information.

- **Inferences:** The inferences that we draw from the above categories of Personal Information.

- **Sensitive Personal Information:** Certain information that we collect may be considered "sensitive personal information." For example, this includes your government-issued identification numbers (such as your driver's license number, passport number, or Social Security number), credentials allowing access to an account, racial or ethnic origin, union membership, information concerning health or health conditions, and information concerning sex life or sexual orientation.

We may conduct a background check to collect additional Personal Information about you for employment or contracting purposes. Prior to conducting this check, we will provide you with a separate written notice and an opportunity to consent to the background check.

We may collect additional categories of Personal Information from you upon notice at the point of data collection or with your consent.

B. Our Purposes for Using Personal Information

We collect and use Personal Information that we collect from employees, contractors, applicants, or business representatives as necessary or appropriate in connection with the fulfillment of legitimate business purposes, including:

- Personnel management, such as monitoring and evaluating performance, training, day-to-day management, and responding to your requests, inquiries and comments;
- Operational / HR purposes, such as distributing payroll and benefits, updating and managing personnel files, conducting audits and providing IT support and other troubleshooting;
- To address disciplinary matters or any grievances raised by an employee;
- To provide you with access to company systems or networks necessary to carry out your responsibilities;
- To contact your emergency contact in the case of an emergency;
- To determine your qualifications for employment or a contract;
- To facilitate the recruiting and interview process, which may include identifying you as a potential candidate, reviewing your application for a position with us, verifying the information provided to us in connection with your application or received from other sources, determining your eligibility and suitability for a potential position or other opportunities with us, and communicating with you about the status of your application or other opportunities with us that may be of interest to you. We may use your Personal Information to provide status updates regarding your application and notifications regarding opportunities for a position with Kendra Scott;
- To perform analytics and evaluate and improve our HR, job application, recruitment, or contractor or vendor management activities;
- To manage our relationship with our contractors, suppliers, service providers, or vendors;
- To offer promotions or incentives for contractors, employees, or business contacts;
- When you register for or participate in an event hosted by Kendra Scott;
- Legal and compliance purposes, such as implementing internal policies, responding to suspected fraud or other illegal activity, protecting the rights and property of Kendra Scott and others, and complying with laws, legal processes, and governmental requests;
- Security purposes, such as to protect our employees, contractors, customers, and property and/or those of others;
- To monitor use of our IT systems and networks, including email, internet, intranet, mobile and landline phones, computers and tablets, including to gather evidence of any potential wrongdoing;

- Other purposes required by law, regulation or as deemed necessary by Kendra Scott for the proper management of its employees and its business;
- For other purposes as explained to you at the point of information collection or at your direction or with your consent; and/or
- To carry out sales and business transactions in which information held by us is among the assets transferred or is otherwise relevant to the evaluation, negotiation, or completion of the transaction.

We and our service providers may use technologies, including those that use machine learning and artificial intelligence, in support of the above purposes.

Sensitive Personal Information: We may collect, process and use "sensitive personal information" for permissible "business purposes" (as such terms are defined in California law), including assessing work and benefits eligibility, payroll, administering benefits, and monitoring our equal opportunity practices. We do not use or disclose sensitive personal information for the purpose of inferring characteristics about you.

C. Our Policy on Sales and Sharing of Personal Information

To learn more about our "sale" or "sharing" of Personal Information that we collect when you access our website, including pages regarding a career with Kendra Scott, or to learn how to opt out, please see our Privacy Policy. Except as described in our Privacy Policy with respect to your activity on our website, we do not knowingly sell or share Personal Information that we collect from or about you as an employee, contractor, applicant, or business representative.

D. Our Policy on Data Retention

Your Personal Information will only be retained for as long as is reasonably necessary. What this means in practice will vary. We take into account any ongoing need for the Personal Information, as well as our legal obligations for example in relation to tax, health and safety, employment rights and potential or actual disputes or investigations.

2. HOW YOUR PERSONAL INFORMATION IS COLLECTED

We collect your Personal Information in a number of ways:

- ***Directly from you***: We or our service providers generally collect your Personal Information directly from you when you provide information in connection with your employment with Kendra Scott, when you apply for a position with Kendra Scott, or when you communicate with us as a contractor or business representative.
- ***From third parties***: We may collect your Personal Information from your previous employer or references, from third parties such as employment or background check agencies, and from public facing websites, accounts or social media profiles.
- ***Combination of information***: We may combine the information we receive from and about you. We use, disclose, and protect combined Personal Information as described in this Notice.

3. HOW YOUR PERSONAL INFORMATION IS DISCLOSED

We may disclose each category of Personal Information identified above under "Personal Information Collection" for business purposes identified above under "Our Purposes for Using Personal Information" including, without limitation, to the following categories of entities:

- **Service Providers:** Kendra Scott may contract with third party service providers as part of its normal business operations to carry out certain human resources-related tasks, contractor or employee onboarding, and data hosting services (such as employee benefits providers, IT service providers or HR database services).

- **Professional Advisors:** We may share your Personal Information with our professional advisers, such as our accounting and legal advisers, where they require that information in order to provide advice to Kendra Scott.

- **Legal Matters; Safety:** We may share information with local authorities and other parties in accordance with local regulations, to prevent crime, or as part of internal investigations within Kendra Scott. Personal Information also may be shared to respond to internal or external audit and inquiries, compliance investigations, law enforcement requests, requests from administrative or judicial authorities or where required by applicable laws, court orders, or government regulations. Such parties with which Personal Information may be shared for such purposes may include: (a) tax authorities, social security services, judicial authorities, employment/labor or other authorities; and (b) independent public accountants, authorized representatives of internal control, regulatory or compliance functions such as auditors, legal and/or corporate security firms.

- **Business Transfers:** We may also disclose or otherwise process Personal Information in the context of any sale or transaction involving all or a portion of the business, or as may be required or permitted by law.

- **Other**. We may disclose Personal Information with your consent and at your direction; for other purposes as disclosed at the time you provide your information; and for any other lawful purpose.

In each case, Kendra Scott will undertake reasonable and lawful action to ensure that any use or disclosure of your Personal Information complies with applicable law and is limited to the extent reasonably necessary under the circumstances, as determined by Kendra Scott in its sole discretion.

4. YOUR CALIFORNIA PRIVACY RIGHTS

If you are a California resident, you may take advantage of the following privacy rights:

- **Right to Know:** You have the right to know what Personal Information we have collected about you, including the categories of sources from which the Personal Information is collected, the business or commercial purpose for collecting Personal Information, the categories of third parties to whom we disclose Personal Information, the categories of Personal Information disclosed to third parties, and the specific pieces of Personal Information we have collected about you.

- **Right to Delete:** You may request that we delete the Personal Information that we have collected from or about you. Note that there are some reasons when we will not be able to fully address your request, such as to perform a contract, to detect and protect against fraudulent and illegal activity, to maintain for internal purposes, to comply with a legal obligation or to preserve or exercise our rights.

- **Right to Correct:** You have the right to correct inaccurate Personal Information that we may maintain about you, subject to appropriate verification.

Right to Non-Discrimination. You have a right not to receive discriminatory treatment from Kendra Scott for exercising your privacy rights conferred by law.

***Use and Disclosure of Sensitive Personal Information*.** To the extent that we collect, use, or disclose "sensitive personal information" as that term is defined in applicable California privacy laws, we limit our collection, use or disclosure of such information to permitted business purposes.

How to Submit a Request. To take advantage of your right to know, delete, or correct under California law, please submit your request by calling us toll-free at 1-800-461-9330. We may request certain information to verify your identity before we can respond to your privacy rights request.

To request information we may collect about you as a customer of Kendra Scott, please follow the instructions provided in our customer-facing privacy policy.

Authorized Agent Requests. You may authorize someone to make a privacy rights request on your behalf (an authorized agent). Authorized agents will need to demonstrate that you've authorized them to act on your behalf. Kendra Scott retains the right to request confirmation directly from you confirming that the agent is authorized to make such a request, or to request additional information to confirm the agent's identity.

5. CHANGES TO THIS NOTICE

We reserve the right, at our sole discretion, to change, modify, add, remove, or otherwise revise portions of this Notice at any time. We will notify you of any material changes to our Notice as required by law.

6. CONTACT US

If you have any questions about anything in this Notice or concerns about our use of your Personal Information, please submit your questions or concerns to HR@kendrascott.com if you are an employee, a contractor or a business representative, and careers@kendrascott.com if you are a job applicant.