



California Applicant Privacy Notice

Last Updated: December 29, 2022

This California Applicant Privacy Notice (“**Applicant Notice**”) describes our information practices relating to applicants and candidates for employment with Public Storage, or our affiliates or subsidiaries (“**Public Storage**,” “**we**,” “**our**,” “**us**,” or the “**Company**”) who are California residents (each an “**Applicant**” or “**you**”). This Applicant Notice is required and intended to satisfy the requirements of the California Consumer Privacy Act (as amended by the California Privacy Rights Act of 2020), codified at Cal. Civ. Code §§ 1798.100 - 1798.199.100 and the California Consumer Privacy Act Regulations issued thereto, Cal. Code Regs. tit. 11, div. 6, ch. 1, each as amended (collectively “**CCPA**”).

1. Scope and Relation to Other Policies

This Applicant Notice applies to the Personal Information we collect about our Applicants. This Policy supplements other agreements, including any Non-Disclosure Agreement(s), if applicable. This Applicant Notice applies to any information that identifies, relates to, describes, is reasonably capable of being associated, or could reasonably be linked, directly or indirectly, with you (subject to some exemptions under the CCPA) (“**Personal Information**”). Note, our information practices may vary depending upon the circumstances, such as the location or role for which you are applying.

This Applicant Notice does not address or apply to our information practices that are not subject to the CCPA, such as:

- **Business Information.** Company or business information that constitutes trade secrets, proprietary information, intellectual property, company property, information that includes or affects the rights of other employees, privileged or investigative materials, or information that helps ensure security and integrity of company assets.
- **Publicly Available Information.** Information that is lawfully made available from government records, information we have a reasonable basis to believe is lawfully made available to the general public by you or by widely distributed media, or by a person to whom you have disclosed the information and not restricted it to a specific audience.
- **Deidentified Information.** Information that is deidentified in accordance with applicable laws.
- **Aggregated Information.** Information that relates to a group from which individual identities have been removed.
- **Protected Health Information.** Information governed by the Health Insurance Portability and Accountability Act or California Confidentiality of Medical Information Act.
- **Activities Covered by the Fair Credit Reporting Act.** This includes information we receive from consumer reporting agencies that are subject to the Fair Credit Reporting Act, e.g., information contained in background check reports we obtain as part of our vetting process.

This Notice also does not apply to the Personal Information we collect from our customers, contractors, employees, or our Applicants in the context of their personal use of our products



and services, which are subject to different notices. For additional information on our general privacy practices, please visit our website [Privacy Policy](#).

We may provide Applicants additional notices about our information practices that are covered by other laws (e.g., if we conduct a background check).

2. What Personal Information We Collect

The following identifies the categories of Personal Information we collect about Applicants (and have collected in the prior 12 months), as enumerated by the CCPA.

- **Identifiers.** Such as name, date of birth, address, personal email address and personal phone number.
- **Employment-Related Information.** Such as employment history, including job title and professional experience.
- **Education Information.** Such as your education history and resume.

3. Where We Get Your Personal Information

We generally collect the categories of Personal Information identified above from the following categories of sources:

- Directly from you
- Recruiters and recruiting platforms
- Our service providers, representatives, and agents
- Former employers (with your prior permission)
- Any references you provide

4. Why We Collect Personal Information

We generally collect Personal Information as reasonably necessary for the following business or commercial purposes, as permitted by applicable laws:

- **Recruiting and Hiring.** We use Personal Information from your application and through the interview process to evaluate your qualifications and eligibility for employment. This includes identifying Applicants, scheduling interviews, conducting background checks, evaluating qualifications, extending offers, communicating with Applicants, maintaining Applicant information for future consideration, and supporting our equal opportunity employment practices.
- **Defending and Protecting Rights.** We use Personal Information to protect and defend our rights and interests and those of third parties, including to manage and respond to Applicant and other legal disputes, to respond to legal claims or disputes, and to otherwise establish, defend or protect our rights or interests, including without limitation, Public Storage's trade secrets and other intellectual property, and protecting the rights, property, and reputation of Public Storage and its workforce, or the rights, interests, health or safety of others, including in the context of anticipated or actual litigation with third parties.



- **Compliance with Legal Obligations.** We use Personal Information to comply with applicable legal obligations (such as determining hiring eligibility or responding to subpoenas and court orders) as well as assessments, reviews and reporting relating to such legal obligations, including under employment and labor laws and regulations, Social Security and tax laws, environmental regulations, workplace safety laws and regulations, and other applicable laws, regulations, opinions and guidance.
- **Use of Sensitive Personal Information.** Our collection, use, and disclosure of sensitive personal information is limited to what is reasonable and proportionate to employ you for example, complying with our legal, regulatory and reporting obligations.
- **Securing Our Premises.** We also may use Personal Information to secure our offices, premises, and physical assets, including using electronic access systems if Applicants visit a Public Storage location for interviews and screening.

5. Disclosure of Personal Information

A. Purposes for Disclosing Personal Information

We may disclose the categories of Personal Information identified in Section 2 for the following business purposes.

- **Evaluate Candidacy.** We may disclose Personal Information when it is necessary to provide services you request and where it is necessary to identify Applicants, schedule interviews, and otherwise evaluate your qualifications and eligibility for employment.
- **Protection of Us and Others.** We may disclose Personal Information if required to do so by law, to protect rights, property, or safety of our employees, contractors, owners, members, and guests, ourselves or others; or where we have a legitimate interest in doing so.

B. Categories of Recipients

We may disclose Personal Information to the following categories of recipients:

- **Affiliates and Business Partners.** We may disclose Personal Information to our affiliates and business partners where necessary to evaluate your candidacy for employment or for business operations purposes.
- **Service Providers.** We may disclose Personal Information to our service providers who perform services on our behalf, such as recruiters or recruitment platform providers. Our service providers are required to take appropriate security measures to protect your Personal Information in line with our policies and are not permitted to use Personal Information for their own purposes.
- **Government Entities and Agencies.** To comply with our legal obligations and where otherwise required by law, we may disclose the following categories of Personal Information to applicable regulatory and government entities: identifiers, characteristics of a protected classifications, and employment-related information.



6. How You Can Update Your Personal Information

It is important that the information contained in our records is both accurate and current. There are various self-help functions within our recruitment platform that will allow you to update your Personal Information. If your Personal Information changes during the interview process, you can use these self-help tools to update your Personal Information.

7. Your California Privacy Rights

A. Applicant Privacy Rights

If you are a resident of California, starting January 1, 2023, you may have additional rights regarding your Personal Information under the CCPA. These rights include:

- **Right to Know/Access.** You have the right to request (subject to certain exemptions):
 - The categories of Personal Information we collected about you;
 - The sources from which we have collected that Personal Information;
 - Our business or commercial purpose for collecting, selling, or sharing that Personal Information;
 - The categories of third parties to whom we have disclosed that Personal Information; and
 - A copy of the specific pieces of Personal Information we have collected, to the extent sourcing these specific pieces of Personal Information does not involve disproportionate effort.
- **Right to Correct.** You have the right to request that we correct inaccuracies in your Personal Information. Applicants seeking to update their information may do so at any time by using our recruitment platform.
- **Right to Delete.** Subject to certain exceptions, you have the right to request deletion of Personal Information we have collected from you. Please note, Public Storage is not obligated to delete Personal Information that is required to comply with applicable laws.
- **Right to Opt-Out.** Under the CCPA, California residents may have the right to opt-out of the “sale,” or “sharing,” of Personal Information. California CCPA defines a “sale” as disclosing or making available to a third-party Personal Information in exchange for monetary or other valuable consideration, and “sharing” broadly includes disclosing or making available Personal Information to a third party for purposes of cross-context behavioral advertising. While we do not disclose personal information to third parties in exchange for monetary compensation, if you apply to an open position on our website, we may “sell” or “share” (as defined by the CCPA), the following categories of Personal Information: Identifiers, and Internet or Other Electric Network Activity Information to third-party advertising networks, analytics providers, and social networks for purposes of marketing and advertising. We do not sell or share sensitive personal information, nor do we sell or share any Personal Information about individuals who we know are under sixteen (16) years old. To opt out from the sharing or sale of Personal Information, please click on the “Do Not Sell or Share My Personal Information” link on the bottom of the website homepage.



- **Right to Limit Use and Disclosure.** Subject to certain conditions and exceptions, you may have the right to limit the use and disclosure of “Sensitive Personal Information,” as defined under the CPRA. However, we do not engage in activities triggering this right.
- **Right to Non-Discrimination.** We will not discriminate against you for exercising any of the rights described in this section.

B. Exercising Your California Privacy Rights

To exercise any of these CCPA rights, please use one of the following methods:

- Email: HRCorrespondence@publicstorage.com
- Phone: 818.244.8080
- [Webform](#) powered by OneTrust

Please indicate you are exercising your “CCPA rights.” Public Storage will need to confirm your identity before fulfilling the request, so please provide us with [your full name, the email address you used to communicate with us, your address, and any applicant number you were assigned]. In some cases, we may request additional information to verify your identity, or where necessary to process your request. If we are unable to verify your identity after a good faith attempt, we may deny the request and, if so, will explain the basis for the denial.

You may designate someone as an authorized agent to submit requests and act on your behalf. To do so, you must provide us with written permission to allow the authorized agent to act on your behalf. We may also ask you directly to verify that you have authorized your authorized agent to act on your behalf.

8. Changes to This Applicant Notice

This Applicant Notice is reviewed and updated periodically consistent with applicable law and to ensure it accurately describes our information practices and procedures. When we update this Applicant Notice, we will also revise the “Last Updated” date at the top of this document. You can find the most up to date version of the Applicant Notice at [Public Storage Careers](#).

9. Contact Us

If you have questions or concerns regarding this Applicant Notice or the handling of your Personal Information, please contact us at:

Public Storage
Attn: Human Resources
701 Western Ave.
Glendale, CA 91201
HRCorrespondence@publicstorage.com
(818) 244-8080