

Job Applicant Privacy Notice — Canada

Effective on: June 25, 2026

Privacy Summary	
OUR CONTACT INFORMATION	
Agendia, Inc. Address: 22 Morgan, Irvine, CA 92618 Phone number: (888) 321-2732 Email address: compliance@agendia.com ATTN: Privacy Officer	
GENERAL INFORMATION	
Does Agendia collect personal information?	YES. We collect personal information necessary for recruitment and hiring. Click here to read the full categories of personal information we collect, and how we use your personal information.
Does Agendia sell personal information?	NO.
How does Agendia obtain personal information?	From you directly and, with your consent, from third parties (e.g., references, background checks). Click here to learn how Agendia obtains your personal information.
PRIVACY RIGHTS	
Does Agendia have a process for you to exercise your privacy rights?	YES. You may request access, correction, or withdrawal of consent. See “Your Privacy Rights.” Click here to learn how.
SECURITY	
Does Agendia protect your personal information?	YES. We use administrative, technical, and physical safeguards. Click here to learn more about how Agendia protects your personal information.

Introduction and Scope

Agendia, Inc. (“**Agendia**” or the “**Company**”) is committed to protecting personal information in accordance with the **Personal Information Protection and Electronic Documents Act (PIPEDA)**, **Alberta Personal Information Protection Act (Alberta PIPA)**, **British Columbia Personal Information Protection Act (BC PIPA)**, and **Quebec Act Respecting the Protection of Personal Information In the Private Sector (Quebec Law 25)**.

This Privacy Notice (the “**Notice**”) describes the personal information Company collects about you in connection with the job application process, why and how Company collects and uses your personal information, and with whom Company may share it. This Notice also describes your rights under PIPEDA, Alberta PIPA, BC PIPA, and Quebec Law 25.

Company adopted this Notice to comply with the above laws. Any terms not defined in this Notice but defined in the PIPEDA, Alberta PIPA, BC PIPA, and Quebec Law 25 have the same meaning as those terms when those terms are used in this Notice. If there is a conflict between general provisions and provincial requirements, the applicable provincial law will apply.

If you have questions or do not understand any provision in it, please seek additional information or assistance by contacting the Compliance department (compliance@agendia.com).

This Notice describes, among others:

- [What categories of personal information the Company collects about you and for what purposes,](#)
- [How the Company obtains that information,](#)
- [With whom the Company shares your information,](#)
- [Your rights about the personal information the Company collects about you,](#)
- [How you can exercise those rights,](#)
- [How the Company protects your personal information,](#) and
- [How to contact the Company.](#)

What Is Covered by This Privacy Notice?

This Notice applies only to job applicants and candidates for employment who are residents of Canada and from whom we collect “Personal Information” as defined by applicable Canadian law.

What Categories of Personal Information Does Agendia Collect?

The table below lists the categories of personal information Company has collected about you. Company may collect, use, or disclose your personal information for one or more of the purposes listed in the table below.

Category	Examples	Purposes
Identifiers.	<ul style="list-style-type: none"> • A name, alias • Telephone number • Postal address • Social Media Accounts • Email address 	<ul style="list-style-type: none"> • Recruiting purposes, such as conducting the recruitment process, arranging interviews, and assessments and testing
Professional or employment-related information.	<ul style="list-style-type: none"> • Employment-related information, such as current or past job history • Education records • Professional certifications 	<ul style="list-style-type: none"> • Recruiting purposes, such as conducting the recruitment process, arranging interviews, and pre-employment assessment testing, and deciding on hiring or selection based on job requirements
Non-public education information.	<ul style="list-style-type: none"> • Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts. 	<ul style="list-style-type: none"> • To determine if candidate meets educational requirements specifically and as required by a role.
Sensitive Personal Information (voluntary).	<ul style="list-style-type: none"> • Race • Medical condition, physical or mental disability • Sex (including gender, gender identity, gender expression,) 	<ul style="list-style-type: none"> • Necessary to comply with legal obligations, including the reporting requirements (e.g., employment equity). Certain protected classification characteristics may be collected during the job application process; however, any self-identification of such information is strictly voluntary. Some protected information may also be incidentally revealed through application materials, such as résumés or cover letters. This information is retained only as necessary to comply with applicable laws. This information is used solely for compliance, reporting, and audit purposes, and is not used in employment decision-making.

Category	Examples	Purposes
Sensory data.	<ul style="list-style-type: none"> • Video recordings of interviews and/or presentations 	<ul style="list-style-type: none"> • Part of the interview process for teams where presentation skills and knowledge need to be assessed

Company does not collect the following categories of personal information:

- Commercial information
- Biometric information
- Internet or other similar network activity
- Geolocation data.

Company will not collect additional categories of personal information without informing you and where applicable, obtain express consent before collecting or using personal information.

How Does Agendia Obtain Your Personal Information?

Company will collect your personal information through the job application process, through interview or other forms of assessment. The Company may also collect your personal information, where required, through third parties, such as former employers, educational institutions you attended, government entities, social networks, or other information providers.

With Whom Does Agendia Share Your Personal Information?

Company may have disclosed your personal information to third parties for business purposes. Below is a list of categories of those recipients.

- Service providers, which may provide:
 - human resources information system software and services,
 - video recording services,
 - system software and services used to manage business expenses and reimbursements,
 - application hosting services,
 - cloud storage services, or
 - background screening solutions
- Agendia affiliates
- Government or regulatory authorities (where required)

We do not sell your personal information to third parties. All service providers are contractually required to

safeguard your personal information and use it only for authorized purposes.

Cross-Border Transfers

Your personal information may be collected, used, processed, stored, or disclosed by us outside your home jurisdiction, including in the U.S., and in some cases, other countries. These countries may have data protection laws that are different from the laws of your country. Agendia only transfers personal data to another country, including within the Agendia corporate family, in accordance with applicable privacy laws, and provided there is adequate protection in place for the data. Where we transfer personal data outside Canada (e.g., to the U.S.), we have contractual and security safeguards in place.

Automated Decision-Making

Agendia does not use tools to assist in evaluating applicants.

Your Privacy Rights

You have specific rights under PIPEDA, Alberta PIPA, BC PIPA, and Quebec Law 25 regarding your personal information. This section describes those rights and explains how you can exercise those rights.

Your Right to Access

You have the right to request that the Company disclose certain information to you about our collection and use of your personal information.

Once the Company receives and confirms that you or your authorized representative made the request, the Company will disclose to you:

- The categories of personal information the Company has collected about you.
- The categories of sources for the personal information that the Company collects about you.
- The business or commercial purpose for collecting that personal information.
- The categories of service providers and third parties with whom the Company shares that personal information.
- The specific pieces of personal information the Company has about you.
- Request corrections if inaccurate information.
- If the Company discloses your personal information for a business purpose, the Company will provide a list laying out the disclosures and identifying the personal information categories that each category of recipient obtained.

Your Right to Have Your Data Deleted

You have the right to request that the Company delete or stop dissemination any of your personal information that the Company collected from you and retained. Once the Company receives the request



and confirms that you or your authorized representative made the request, Company will process your request.

Unless an exception applies, the Company will delete your personal information from Company records or stop disseminating your personal information, as requested by you. Company will direct Service Providers to fulfill your request.

Exceptions to the Right to Have your Data Deleted

The Company may deny a request to delete your personal information if it or its service providers need to retain the information to:

- a) Complete the transaction for which the personal information was collected, take actions reasonably anticipated within the context of the Company's ongoing business or employment relationship with you, or otherwise make a contract with you.
- b) Enable solely internal uses reasonably aligned with your expectations based on your relationship with us.
- c) Comply with a legal obligation, government or regulatory obligations.
- d) Make other internal and lawful uses of that information that are compatible with the context in which you provided it.

Your Right to Correction/Rectification

You have the right to challenge the accuracy and completeness of your data and request that incorrect or incomplete information be amended.

Your Right to Data Portability

You have the right to request a copy of your computerized personal information. The Company will choose a format in which to provide your personal information that is readily useable, in a structured, commonly used format, that should allow you to transmit the information from one entity to another entity without difficulty and be transferred to another organization where feasible.

Your Right to Withdrawal of Consent

You may withdraw your consent at any time, subject to legal or contractual restrictions. If you withdraw consent, we may be unable to continue processing your job application.

How Can You Exercise Your Privacy Rights?

To exercise any of the rights described above, you may raise concerns with our Privacy Officer. Please submit a request by providing a completed form to Compliance. The form is available on the [Agendia website](#) or you may ask a Compliance team member to provide the form to you via:

- Email: compliance@agendia.com
- Mail: Agendia, Inc. Attn: Compliance Department 22 Morgan, Irvine, CA 92618

We may verify your identity before processing requests.



We will respond within a reasonable timeframe in accordance with applicable laws.

Authorized Agents

An authorized representative may exercise your rights on your behalf.

To verify that your authorized representative is permitted to act on your behalf, the Company will ask for the representative to provide evidence of their authority.

Verification of your identity to respond to your request to know and delete

To evaluate your requests to exercise your rights, the Company will need to be sure that you made the request.

The Company will verify your identity by asking a few questions concerning information the Company already holds about you to confirm your identity.

The Company will use the personal information you provide only for the purpose of verifying the requestor's identity or authority to submit the request.

Response Timing and Format of Our Responses

The Company will confirm receipt of your request as soon as possible. In that communication, the Company will describe the identity verification process (if needed) and when you should expect a response, unless the request has already been granted or denied.

Please allow up to 30 days from the day the Company receives your request, for a reply to your request. If the Company needs more time (up to 60 days in total), you will be informed in writing of the reason why and the extension period. The Company will send a written response by mail or electronically, at your option. If the Company cannot satisfy a request, the Company will explain why in the response.

Normally, the Company will not charge a fee for processing or responding to your requests. However, the Company may charge if your request is excessive, repetitive, or manifestly unfounded. In those cases, the Company will tell you why the determination was made and provide a cost estimate before completing the request.

Non-Discrimination

The Company will not discriminate against you for exercising your rights.

How Long Does Agendia Retain Your Personal Information?

We retain personal information only as long as necessary for recruitment purposes, including:

- Duration of the hiring process.
- A reasonable period after completion for legal or business needs.

If not hired, your information is typically retained for 1-3 years, unless required otherwise by law.

When no longer required, it is securely deleted or anonymized.

How Does Agendia Protect Your Personal Information?

Agendia is strongly committed to keeping your personal information safe. Agendia has implemented and will maintain technical, administrative, and physical measures designed to protect your personal information from unauthorized processing. Access is restricted to authorized personnel only.

Inquiries, Complaints or Objections

If you have any inquiries, believe that we have violated your privacy rights, or disagree with our privacy practices, you may notify our Compliance Department or submit a complaint to the Office of the Privacy Commissioner of Canada. For information on how to submit a complaint to the Office of the Privacy Commissioner of Canada, visit their website ([File a complaint about a business - Office of the Privacy Commissioner of Canada](#))

You may contact the Agendia, Inc Compliance Department at:

- Email: compliance@agendia.com or
- Mail: Agendia, Inc. Attn: Compliance Department/Privacy Officer, 22 Morgan, Irvine, CA 92618.

Changes to this Notice

We may update this Notice periodically. The revised Notice will be posted on Agendia's website with an updated "Effective" date.