

Privacy Notice–Personnel

1. Overview and Scope

We comply with the provisions of the California Consumer Privacy Act (“CCPA”), as well as other applicable privacy and/or data protection laws (“**Applicable Law**”) with respect to the Processing of Personal Information. This Privacy Notice applies to all Personnel of William Blair & Company, L.L.C. & William Blair Investment Management, LLC (collectively, “**William Blair**”) retained by us from time to time, and summarizes the categories of Personal Information we may collect from time to time and the business purposes for Processing.

2. Definitions

“**Individual**” means any identified or identifiable natural person.

“**Personal Information**” means any information relating to an identified or identifiable Individual.

“**Personnel**” means job applicants and candidates, employees, partners, limited duration employees, interns, volunteers, consultants/third party providers, temporary resources, and independent contractors.

“**Process**” “**Processed**,” or “**Processing**” means any operation or operations performed on Personal Information or on sets of Personal Information, whether or not by automated means, including but not limited to use, collection, storage, alteration, disclosure, erasure, or destruction.

3. Purposes for Collecting Your Personal Information

We collect and process your Personal Information for our businesses purposes, including the following:

1. Assessing your qualifications and/or capability for a particular job, role, or task, including background checks;
2. Managing and tracking work and performance relevant to employment or placement decisions;
3. Conducting performance reviews or determining performance requirements;

4. Developing training requirements and/or establishing or conducting training;
5. Gathering evidence for disciplinary action or termination;
6. Managing and tracking the performance of our business;
7. Administering pay and benefits;
8. Processing employee work-related claims (e.g., workers compensation, insurance claims);
9. Establishing an emergency contact in the event of an emergency;
10. Complying with applicable labor or employment laws or obligations, including wage and hour laws, tax and withholding obligations, immigration and work authorization laws, or our commitment to equal opportunities, or complying with any other local, state, or federal law;
11. Invoicing and billing our contractors and our clients and/or customers;
12. Monitoring, including, where permitted by law, listening to, recording of, viewing of, intercepting of, or taking and keeping records (as the case may be) of calls, emails, text messages, social media messages, in person face to face meetings and other communications, in accordance with William Blair policies;
13. Ensuring the security of Personnel, facilities, and/or company-held information;
14. Complying with any duties or obligations that we may owe our Personnel as an employer or any other third parties; and
15. Other purposes reasonably required by William Blair.

4. Personal Information We May Collect

Throughout the recruitment and hiring process, and during your time as an employee, partner, limited duration employee, intern, volunteer, consultants/third party provider, temporary resource, and independent contractor of William Blair, the following categories of Personal Information may be collected about you:

#	Category of Personal Information Collected	Collected (Y/N)	Purpose of Use (See #1-15 above)
1.	Identifiers such as a real name, alias, postal address, unique personal identifier, online identifier, internet protocol address, email address, account name, social security number, driver's license number, passport number, or other similar identifiers	Yes	1-15
2.	Personal information categories listed in the California Customer Records statute (Cal. Civ. Code 1798.80(e))	Yes	1-15
3.	Characteristics of protected classifications under California or federal law	Yes	1-5, 7-8, 10, 14-15
4.	Commercial information, including records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies	Yes	4, 7-11, 15
5.	Biometric information	Yes	1, 13, 15
6.	Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer's interaction with an internet website, application, or advertisement	Yes	2, 5, 12-15
7.	Geolocation data	No	—
8.	Audio, electronic, visual, thermal, olfactory, or similar information	Yes	2-5, 12-13, 15
9.	Professional or employment-related information	Yes	1-15
10.	Education information (as defined in 20 U.S.C. section 1232g, 43 C.F.R. Part 99)	Yes	1, 3-4, 7, 15
11.	Inferences drawn from any of the information identified above to create a profile about a consumer reflecting the consumer's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes	Yes	1-15

5. Additional Information About Personal Information Collected

In connection with your application for work with us, we may collect, store, and use the following categories of Personal Data about you:

5.1 Other Records

Your file is also likely to contain a variety of other records depending on your position and relationship with us. It is not possible to set out an exhaustive list of the types of records contained in your file, but our policy is to ensure that the Personal Information we Process about you is relevant, accurate, and not excessive.

Access to your file and the Personal Information kept there is restricted to the HR Department, Finance Department, Legal and Compliance Department, Department Heads, and (when reasonably necessary for management purposes) any manager.

5.2 Criminal Offenses

If we learn (from any source) that Personnel have been convicted of a criminal offense, we will Process this information only in limited circumstances. For example, we may use it as permitted by applicable law in certain employment decisions in situations when it is job-related and consistent with business necessity to do so.

6. Your Rights

You may have access to your personnel file in accordance with applicable state law. Additional information is available through the HR Department.

7. Questions or Complaints

If you have questions or concerns about the way we have Processed your Personal Information, please contact the HR department at HR@williamblair.com or the Data Privacy Officer at DPO@williamblair.com.