

Employment Candidate Privacy Notice

The purpose of the Employment Candidate and Applicant Privacy Notice (“Notice”) is to detail and document the privacy and data protection practices related to the personal information that is collected, used, and shared by Alaska Airlines, Inc. (“Alaska Airlines”) or Horizon Air Industries, Inc. (“Horizon Air”) during application, interview, pre-hire, and onboarding. This Notice is limited to Applicants and Candidates of Alaska Airlines and Horizon Air.

This Notice is not intended to create any rights beyond those that exist by virtue of applicable privacy and data protection law.

Personal Information We Collect

Personal Information is information that identifies, relates to, describes, is reasonably capable of being associated with, or could be reasonably linked, directly or indirectly, with a particular Applicant or Candidate or Applicant’s or Candidate’s household. It includes:

- **contact information and identifiers**, such as first and last name, online identifiers, account and usernames, aliases, PeopleSoft ID, IP address, email addresses, home and postal addresses, telephone numbers, emergency contacts, signatures and other identifiers described in the sensitive information category below;
- **demographic data (linked to such an individual)**, such as age including date of birth, gender, and certain sensitive data categories, described below;
- **work permit status**, such as immigration, residency, and related information;
- **professional and background information**, such as resumes/CVs, references, recommendations, academic and education background and qualifications, work skills and experience, professional certifications and registrations, language capabilities, training courses attended, work and salary history, results of credit history and criminal background checks, results of drug and alcohol testing, health screenings or certifications, and driving and vehicle licensing and history;
- **travel information**, such as loyalty programs numbers; dates and length of travel; hotel names and locations; travel routes and departures, stops, and destination points;
- **facial images and audio information** such as photos, videos, and voice recordings;

- **analytics or monitoring data**, including as related to Candidate or Applicant communications and use of Alaska Airlines and Horizon Air devices, systems, wi-fi, internet service, internal and external websites, equipment, applications, databases, network resources, and infrastructure (“Alaska Airlines and Horizon Air Systems”) and personal devices used to connect to Alaska Airlines and Horizon Air systems, including usernames; passwords; system log data such as IP address, browser type and language, device information, access times, and referring website addresses; information collected through web beacons, like cookie IDs and mobile device IDs; usage data, such as time spent on Alaska Airlines and Horizon Air Systems, features used and actions taken in Alaska Airlines and Horizon Air Systems, including page views, links clicked, and documents downloaded; contents, header, metadata, delivery and access information for voice calls, voicemail, emails, chats, messaging, documents, and other data and files stored or transmitted through Company Systems. See Alaska Airlines and Horizon Air Acceptable Use Policy;
- **location data**, such as interview location, conference room booking locations, travel location information described above, company vehicle movements, movement within an Alaska Airlines and Horizon Air managed property to enable real-time directions and information related to Alaska Airlines and Horizon Air and authorized third party services (e.g., building maps, tech support location, nearby restaurants or services). This is based on use of calendar scheduling, use of company vehicles such as interview shuttles and iPads and similar devices which have location services enabled. Collection of Location data is permitted to the extent that is not inconsistent with the Alaska Airlines policies and applicable laws and regulations;
- **social media data**, such as publicly available profiles, posts, likes, comments and replies.
- **sensitive data**, such as government-issued identifiers including, social security, taxpayer identification, driver’s license, national ID, passport/visa numbers;
- criminal offenses;
- biometrics;
- union membership
- information about California and federal protected classes such as
 - race/ethnic and national origin;
 - religious creed;

- physical, medical, or mental health or condition and related accommodations;
- marital status on the basis of voluntary disclosure;
- gender;
- age; and
- sexual orientation where permitted by law and on the basis of voluntary and consensual disclosure; and
- **other information** necessary for a legitimate human resources, business, security, travel, or safety-related purpose.

Third Party Sources of Personal Information

Alaska Airlines and Horizon Air collect Applicant and Candidate Personal Information from a variety of third-party sources, including as follows:

- Service providers (e.g., expense reimbursement services)
- Travel partners (e.g., travel agents and portals, car service, and ride share companies)
- Background check services
- Online sources including social networks
- Open government databases and other public sources

Purposes of Use

Alaska Airlines and Horizon Air collect, use, retain, and disclose Personal Information as appropriate to administer and carry out the recruiting process, including for human resources purposes, and for operational and business, safety, and security purposes and as described in this Notice and below.

Purposes of Use	Categories of Personal Information
Human Resources Uses	

<p>Recruitment for Applicants and Candidates</p>	<p>Contact information and identifiers; professional and background information; benefits eligibility information; analytics or monitoring data; sensitive data</p>
<p>Equal employment opportunity, diversity, inclusion and accessibility programs inclusion and accessibility programs</p>	<p>Contact information and identifiers; sensitive data</p>
<p>Legal and policy compliance administration and enforcement, including for the purpose of anti-discrimination laws and government reporting obligations</p>	<p>Contact information and identifiers; facial images, and audio information; demographic data; professional and background information; personal vehicle information; work permit status; payroll and tax information; employment and performance information; analytics or monitoring data, sensitive data</p>
<p>Business Uses</p>	
<p>Managing, monitoring, protecting, and improving, Alaska Airlines and Horizon Air Systems, assets and resources, including managing and protecting unauthorized access and use of company, employee and customer data, devices, systems, and infrastructure; and protecting Alaska Airlines and Horizon Air networks from intrusions</p>	<p>Contact information and identifiers; facial images, and audio information; demographic data; professional and background information; employment and performance information; travel information; analytics or monitoring data; sensitive data</p>
<p>Managing, monitoring, protecting, and improving campus, parking, buildings, office space, conference rooms, facilities, catering and café services, including</p>	<p>Contact information and identifiers; facial images, and audio information; demographic data; professional and background information; personal vehicle information; employment and performance information; travel information; analytics or monitoring data; sensitive data</p>

<p>monitoring and administering building occupancy and campus parking and transportation; operating and monitoring physical security systems, such as CCTV, key card entry systems, and guest logs; registering personal vehicles and logging exit and entry times; and emergency notification services.</p>	
<p>Communications and collaboration.</p>	<p>Contact information and identifiers; facial images, and audio information; demographic data; employment and performance information; travel information; analytics or monitoring data; sensitive data</p>
<p>Delivery of information, goods and services.</p>	<p>Contact information and identifiers; sensitive data</p>
<p>Legal and policy compliance administration and enforcement, including monitoring access and use of Company Systems.</p>	<p>Contact information and identifiers; facial images, and audio information; demographic data; professional and background information; employment and performance information; travel information; analytics or monitoring data; sensitive data</p>
<p>Research and improvement of Company Systems, processes, products, services and technology.</p>	<p>Contact information and identifiers; facial images, and audio information; demographic data; professional and background information; travel information; analytics or monitoring data; sensitive data</p>

Sharing of Personal Information

We share Personal Information with your consent or for purposes described in this Notice. For example, we share Personal Information with:

- Our subsidiaries and affiliates. For example, Alaska Airlines and Horizon Air Entity may share business processes and common data systems.

- Vendors or agents working on our behalf. For example, companies we've hired to provide recruiting, payroll, benefits, and administrative services; or protect and secure our systems and services.
- Independent third parties. For example, benefits partners to facilitate benefits administration, (e.g., health and insurance providers) and with third-party product or service providers. To the extent that you provide, or consent to our providing, Personal Information to third parties, that Personal Information is governed by their privacy statements.

We may also disclose Personal Information as part of a corporate transaction or proceeding such as a merger, financing, acquisition, bankruptcy, dissolution, or at transfer, divestiture, or sale of all or a portion of our business or assets.

We will also access, transfer, disclose, and preserve Personal Information when we believe that doing so is necessary to:

- comply with applicable law or respond to valid legal process, including from law enforcement or other government agencies;
- operate and maintain the security of Alaska Airlines and Horizon Air Systems, including to prevent or stop an attack on our computer systems or networks;
- protect the rights or property or ourselves or others, including enforcing our agreements, terms, and policies; or
- act in urgent circumstances such as protecting the health or personal safety of an employee, agent, customer, user of Alaska Airlines and Horizon Air services, or member of the public.

Finally, we may share de-identified information in accordance with applicable law.

Updating Your Information

You can view, update certain information and make certain communication choices by logging in to the relevant portions your Candidate profile.

Retention

Personal information will only be retained for the amount of time it is needed to fulfill the legitimate business purpose for which it was collected or to satisfy a legal requirement. Alaska Airline and Horizon Air Entities will follow applicable records retention schedules and policies and destroy any media containing Personal Information in accordance with applicable Retention Policies.

Changes to This Notice

Alaska may occasionally update this Notice to reflect changes as required by law or by Alaska practices or procedures. If we make material changes to this Notice, or in how we use Candidate's Personal Information, we will provide notice or obtain consent regarding such changes as may be required by law.

Contact Information

Candidates and Applicants may contact the Alaska Privacy Department at privacy@alaskaair with any questions or complaints regarding compliance with this Employment Candidate Policy.