

Effective Date: January 1, 2023

Backblaze, Inc (“we,” “our,” or Backblaze) respects your privacy and is committed to providing a transparent Privacy Notice to everyone. To that end, this Privacy Notice describes how we collect and use personal information of job applicants, employees and contractors of Backblaze, and how those individuals can exercise their privacy rights as a resident of California.

The purpose of this Privacy Notice is to provide you, at or before the time we collect your personal information, with a comprehensive description of our online and offline practices regarding the collection, use, disclosure, retention, sharing, and sale of personal information and of the rights of employees, job applicants, contractors and former employees of Backblaze regarding their personal information.

This Privacy Notice applies to California residents who are employees, job applicants, contractors or former employees, in relation to Backblaze. If you are a resident of California, who, in relation to Backblaze is a consumer or a resident of California who is in a business relationship with Backblaze, please see the Backblaze Privacy Notice for California Residents, [here](#).

1. Notice at Collection

The purpose of this Notice at Collection is to provide you with timely notice, at or before the point of collection, about the categories of personal information to be collected from you and the purposes for which the personal information will be used, including whether that information is sold or shared.

General Personal Information

Do We collect?	Categories of Personal Information	Purposes for Collection
Yes	Identifiers: For example: Real name, alias, email address, Postal address Internet Protocol address,	To identify and communicate with candidates during the recruiting process and with employees after hiring. To ship required work equipment and swag To complete required government forms, emergency forms, employment related forms Quality control and stats and troubleshooting internet issues

	<p>Social security number, driver’s license number, passport number, or other similar identifiers.</p>	<p>To complete required government forms, emergency forms, employment related forms</p> <p>Required to retain documents per I-9 regulation (up to 3 years during active employment, at least 1 year post-employment, whichever is sooner)</p>
<p>Yes</p>	<p>Personal Information Categories from Cal. Civ. Code § 1798.80(e): For example:</p> <p>Name</p> <p>Signature</p> <p>Address</p> <p>Telephone number</p> <p>Social Security number, Passport number, driver’s license or state identification card number,</p> <p>Education, employment, employment history,</p> <p>Bank account number</p>	<p>To identify and communicate with candidates during the recruiting process and with employees after hiring.</p> <p>To complete required government forms, emergency forms, employment related forms</p> <p>To ship required work equipment and swag</p> <p>Internal and external business and employment related communication</p> <p>To complete required government forms, emergency forms, employment related forms</p> <p>Reviewing credentials for hiring and reviewing experience for promotion opportunities/ leveling</p> <p>To establish and continue direct deposit of paycheck</p>
<p>Yes</p>	<p>Characteristics of CA or Federal Protected Classifications: For example:</p> <p>Race (not required, but collected on volunteer basis)</p>	<p>To compile analytics we track regarding both our hiring and employment population</p>

	<p>National origin, Age (by product of collecting birthdate)</p> <p>Disability, Veteran status (not required, but collected on volunteer basis)</p>	<p>To complete required government forms, emergency forms, employment related forms Verification for employment</p> <p>To offer reasonable accommodations</p>
Yes	<p>Geolocation Data: For example: Information that can be used to determine a device’s physical location (by product of collecting IP address)</p>	<p>Quality control and stats and troubleshooting internet issues</p>
Yes	<p>Professional or Employment-Related Information: For example: Compensation, evaluations, performance reviews, personnel files and current and past job history.</p>	<p>Reviewing credentials for hiring and reviewing experience for promotion opportunities/ leveling</p>
Yes	<p>Education Information (<i>defined as information that is not publicly available personally identifiable information as defined in the Family Educational Rights and Privacy Act (20 U.S.C. section 1232g, 34 C.F.R. Part 99)</i>): Education records directly related to a student maintained by an education institution or party acting on its behalf, for example, non-public information that can be used to distinguish or trace an individual’s identity in relation to an educational institution either directly or indirectly through linkages with other information.</p>	<p>Reviewing credentials for hiring and reviewing experience for promotion opportunities/ leveling</p>

We do not collect General Personal Information in the following categories:

Commercial information, internet or other similar network activity, biometric information, sensory or surveillance data or profile data.

Sensitive Personal Information

Do We collect?	Categories of Sensitive Personal Information	Purposes for Collection
Yes	Social Security Number, Driver’s License, State Identification Card, or Passport Number	To complete required government forms, emergency forms, employment related forms
Yes	Racial or ethnic origin (not required, but collected on volunteer basis)	To compile analytics we track regarding both our hiring and employment population

We do not collect Sensitive Personal Information in the following categories

Consumer finances, precise geolocation, communications, religion, union membership, genetics, biometrics, health, or sexual orientation

What We Sell to Third Parties or Share with Third Parties for Cross-Context Behavioral Advertising

We do not sell or share with third parties, for cross-context behavioral advertising, any personal information of employees, job applicants, contractors or former employees.

Retention of Personal Information

We retain your General Personal Information and Sensitive Personal Information as reasonably necessary and proportionate to the purpose for which the personal information in each category was collected and will be processed. We may also retain your information with your consent. We seek to minimize the personal information needed to achieve the purpose for which the information is retained. We further employ safeguards for the personal information to address any possible negative impacts to data that is retained.

We will not collect additional categories of personal information without providing you a new Notice at Collection disclosing those categories.

2. Privacy Notice

The purpose of this privacy notice is to provide California residents who are employees, job applicants, contractors or former employees, in relation to Backblaze with a comprehensive description of our online and offline practices regarding the collection, use, disclosure, retention, sharing, and sale of personal information and of your rights regarding your personal information as a resident of California.

Your Right to Know

You have the right to request that we disclose what personal information we collect, use, disclose, sell, or share with third parties for cross-context behavioral advertising (e.g. targeted advertising). You have the right to request any of the following:

- the categories of personal information we have collected about you
- the categories of sources from which the personal information is collected
- the business or commercial purpose for collecting, selling, or sharing with third parties for cross context behavioral advertising (e.g. targeted advertising)
- the categories of third parties to whom we disclose personal information
- the specific pieces of personal information we have collected about you

You can do this through a verified employment-related request. That process is described below in the section, “Submitting a Verified Employment- Related Request.”

We collect personal information, which means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household (“personal information”). The following table includes disclosures for the preceding 12 months of: categories of personal information we have collected about the categories we have disclosed for an employment-related purpose, and categories of third parties with whom we shared the personal information during that period.

General Personal Information

Category	In the preceding 12 months this category was:		Business or Commercial Purpose for Collection & Disclosure	Categories of third parties to whom the information was disclosed
	Collected	Disclosed		
A. Identifiers	Yes	Yes	Internal and external employment related communications	Conduct internal audits and workplace investigations. Investigate and enforce compliance with and potential

				<p>breaches of Company policies and procedures.</p> <p>Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company.</p> <p>Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.</p> <p>Administer and maintain the Company's operations, including for safety purposes.</p> <p>To promote our products/services and employee subject matter expertise.</p> <p>Exercise or defend the legitimate business interests and legal rights of the Company and its employees.</p> <p>Comply with all applicable laws and regulations</p> <p>Recruit and evaluate job applicants and candidates for employment</p> <p>Conduct background and reference checks</p> <p>Manage your employment relationship with us, including, for example: onboarding, timekeeping, payroll, employee</p>
--	--	--	--	---

				benefits, training and development, job performance, emergency contacts, workers compensation, reviews, promotions, discipline, termination, online employee accounts, and/or other human resource purposes.
B. Personal Information Categories from Cal. Civ. Code § 1798.80(e)	Yes	Yes	<p>To identify and communicate with candidates during the recruiting process and with employees after hiring.</p> <p>To provide candidate, employee or contractor signature when necessary</p> <p>To ship and deliver required work equipment and swag</p> <p>For internal and external business and employment related communication</p>	<p>Conduct internal audits and workplace investigations.</p> <p>Investigate and enforce compliance with and potential breaches of Company policies and procedures.</p> <p>Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company.</p> <p>Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.</p> <p>Administer and maintain the Company's operations, including for safety purposes.</p> <p>To promote our products/services and employee subject matter expertise.</p> <p>Exercise or defend the legitimate business interests and legal rights of the Company and its employees.</p>

				<p>Comply with all applicable laws and regulations</p> <p>Recruit and evaluate job applicants and candidates for employment</p> <p>Conduct background and reference checks</p> <p>Manage your employment relationship with us, including, for example: onboarding, timekeeping, payroll, employee benefits, training and development, job performance, emergency contacts, workers compensation, reviews, promotions, discipline, termination, online employee accounts, and/or other human resource purposes.</p>
C. Characteristics of CA or Federal Protected Classifications	Yes	No	N/A	N/A
G. Geolocation Data	Yes	No	N/A	N/A
I. Professional or Employment-Related Information	Yes	Yes	<p>Reviewing credentials for hiring and reviewing experience for promotion opportunities/leveling</p>	<p>Manage your employment relationship with us, including, for example: onboarding, timekeeping, payroll, employee benefits, training and development, job performance, emergency contacts, workers compensation, reviews, promotions, discipline, termination, online employee accounts, and/or other human resource purposes.</p>

J. Education Information	Yes	No	N/A	N/A
---------------------------------	------------	-----------	------------	------------

In the preceding twelve months we have not collected General Personal Information from the following categories:

Commercial information, biometric information, internet or other similar network activity, sensory or surveillance data or profile data.

We do not use or disclose the below sensitive personal information for purposes other than those business purposes specifically enumerated under CPRA. As a result, we do not offer a right to limit our use or disclosure of these categories of sensitive personal information.

Sensitive Personal Information

We do not use or disclose the below sensitive personal information for purposes beyond the minimum purposes specified under CPRA.

Category	In the preceding 12 months this category was:		Business or Commercial Purpose for Collection & Disclosure	Categories of third parties to whom the information was disclosed
	Collected	Disclosed		
Social Security Number, Driver's License, State Identification Card, or Passport Number	Yes	Yes	To complete required government forms, emergency forms, employment related forms Required to retain documents per I-9 regulation (up to 3 years during active employment, at least 1 year post-employment, whichever is sooner)	To maintain and utilize commercial insurance policies and coverages, including for workers' compensation insurance To manage your employment-related relationship with us, including for example: onboarding, timekeeping, payroll, employee benefits, training and development, job performance, emergency contacts, workers compensation, reviews, promotions, discipline, termination, online employee accounts and/ or other human resource purposes.
Racial or ethnic origin (not required, but	Yes	No	To compile analytics we track regarding both our	N/A

collected on volunteer basis)			hiring and employment population	
----------------------------------	--	--	-------------------------------------	--

In the preceding twelve months we have not collected Sensitive Personal Information in the following categories: Consumer finances, communications, precise geolocation, religion and union membership, genetics, biometrics, health, or sexual orientation

The categories identified as collected in the tables above were collected from the following categories of sources:

- You directly
- Online recruiting platform
- Video conferencing platform

What We Sell to Third Parties or Share with Third Parties for Cross-Context Behavioral Advertising and Right to Opt-Out

We have not sold or shared with third parties for cross-context behavioral advertising any personal information to third parties in the preceding 12 months.

Your Right to Opt-out

The purpose of the notice of Right to Opt-Out is to inform you that as a resident of California you have the right to direct Backblaze to stop selling or sharing your personal information, which is called the “Right to Opt-Out.” However, as noted above, Backblaze does not sell or share the personal information of employees, job applicants, contractors or former employees.

Your Right to Request Correction of Inaccurate Personal Information

You have the right to request correction of inaccurate personal information maintained by Backblaze. We may request documentation from you to determine the accuracy of the information maintained by us. If you provide us documentation either upon our request or through your own initiative, that documentation will only be used or maintained by us for the purpose of correcting your personal information and complying with our recordkeeping requirements under CCPA/ CPRA. We may deny your request if we have previously denied your same request to correct an alleged inaccuracy in the past six (6) months, unless you provide new or additional documentation that the information at issue is inaccurate.

As an alternative to correction, we may delete the inaccurate information if it does not negatively impact your employment-related relationship with Backblaze or if you consent to this deletion. We reserve the right to deny this request if allowed under law, or if we determine that the contested information is more likely than not accurate, based on the totality of circumstances. You can submit a correction request through a verified employment-related request. That process is described below in the section, “Submitting a Verified Employment-Related Request.”

Your Right to Request Deletion of Your Personal Information

You have the right to request that we delete any of your personal information collected by us, subject to certain exceptions. You can do this through a verified employment-related request. That process is described below in the section, “Submitting a Verified Employment- Related Request.”

We may deny your deletion request if retaining the information is necessary for us or our service provider(s) to:

- Complete the transaction for which we collected the personal information, provide a good or service that you requested, take actions reasonably anticipated by the individual within the context of our ongoing employment relationship with you, or otherwise perform our contract with you.
- Debug products to identify and repair errors that impair existing intended functionality.
- Exercise free speech, ensure the right of another individual to exercise their free speech rights, or exercise another right provided for by law.
- Comply with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 et. seq.).
- Engage in public or peer-reviewed scientific, historical, or statistical research that conforms or adheres to all other applicable ethics and privacy laws, when the information’s deletion may likely render impossible or seriously impair the ability to complete such research, if you previously provided informed consent.
- Enable solely internal uses that are reasonably aligned with your expectations based on your relationship with us and is compatible with the context in which you provided the information.
- Comply with a legal obligation.

Submitting a Verified Employment- Related Request

You have the right to submit verified employment-related requests to know information, to correct information, or for deletion.

The response to a request to know will provide all personal information collected and maintained about you since January 1, 2022, unless doing so proves impossible or would involve disproportionate effort. Please note that we are not required to provide personal information to you more than twice in a 12-month period. We cannot respond to your request or provide you with personal information if we cannot verify your authority to make the request. We will only use personal information provided in a verifiable employment-related request to verify the requestor's authority to make the request.

You may submit the request by emailing us at hodatarequest@backblaze.com.

If you submit a request that is not through this designated method or is deficient in some manner unrelated to verification, we will either treat it as if it had been submitted in accordance with our designated method or provide you with information on how to submit the request or remedy any deficiencies.

Your request will be verified by matching the information you provide to information that we have collected. To verify your authority for your employment-related request Backblaze will require one of the following (depending upon your request type):

1. You will need to provide your name as it appears on your Backblaze Account and send your request from your email associated with your Backblaze Account.
2. If you want to send your request from an email not associated with your Backblaze Account, you will need to provide your name as it appears in your Backblaze Employment-Related records and sign into your email address associated with your Backblaze account to confirm your identity and authority in a manner provided by the verification email sent to you by Backblaze.
3. If you make a request that requires Backblaze to provide you with any of your Sensitive Personal Information we may have stored you will need to complete either step 1 or 2, as well as provide additional verifying personal information we may request of you to account for the more sensitive nature of your request.

Once we receive your verifiable employment-related request, we will confirm receipt of the request within 10 business days describing our verification process. We will respond to your request within 45 calendar days, if we are able to verify your authority. Requests for deletion will require a separate confirmation that you want your information deleted.

If requests from you are manifestly unfounded or excessive in particular because of their repetitive character, we may either charge a reasonable fee or refuse to act on the request, notifying you of our reason for refusing to act. If we determine that the request warrants a fee,

we will notify you of the reason for that determination and provide you with a cost estimate before completing your request.

Please note that, in responding to your request, we are not permitted to disclose or provide you with your Social Security number, driver's license number or other government-issued identification number, financial account number, any health insurance or medical identification number, an account password, security questions and answers, or unique biometric data generated from measurements or technical analysis of human characteristics. However, we will inform you with sufficient particularity that we have collected the type of information without disclosing the actual data.

Requests to Know or Delete for Children Under the Age of 13: We do not knowingly collect information from minors under the age of 13.

Using an Authorized Agent to Submit a Request

Only you, or a natural person or a business entity registered with the Secretary of State to conduct business in California that you have authorized to act on your behalf, may make a verifiable employment-related request regarding your personal information. If you use an authorized agent, you may provide a power of attorney executed pursuant to California Probate Code sections 4000 to 4465. If a power of attorney that meets those provisions is not submitted, you will be required to provide the authorized agent signed permission to submit a request, verify your identity directly with us, and directly confirm with us that you provided the authorized agent permission to submit the request.

If you're an authorized agent making a request you need to do the following:

(a) e-mail a copy of a power of attorney provided to you by the individual pursuant to Probate Code sections 4000 to 4465; or

(b) e-mail proof of signed permission along with a copy of your ID and have the individual direct confirm with us that they provided you permission to submit the request by sending an e-mail.

Your Right to Non-Discrimination for the Exercise of a Privacy Right

We will not discriminate against you for exercising any of your CPRA rights in any way including retaliating against you, as an employee, applicant for employment, or independent contractor

Changes to Our Privacy Notice

We reserve the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will post the updated notice and update the notice's effective date.

Contact Us for More Information

If you have any questions or comments about this notice, the ways in which we collect and use your information, your choices and rights regarding such use, or wish to exercise your rights under California law, please do not hesitate to contact us at:

Email: hdatarequest@backblaze.com