

## Job Applicant California Privacy Notice

Last Updated: March 20, 2026

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### PURPOSE

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This Applicant Privacy Notice (“**Notice**”) is provided by Ooma, Inc. and its subsidiaries and affiliates (collectively, “**Ooma**,” “**we**,” “**us**,” or “**our**”) pursuant to the California Consumer Privacy Act of 2018, as amended (“**CCPA**”). This Notice describes how we collect, use, retain, and disclose Personal Information relating to California residents who apply for a position with us (“**Applicants**” or “**you**”). By submitting your application, you agree to the collection, use, and disclosure of your Personal Information as set forth in this Notice. This Notice does not form any contract or guarantee of employment or other contract to provide services.

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### SCOPE

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For purposes of this Notice, “**Personal Information**” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with an Applicant.

This Notice does not apply to information that we may collect when you access our digital properties as a consumer, make a purchase online, or otherwise act as a consumer of Ooma products or services. When an Applicant is a consumer of Ooma products or services, makes a purchase on or accesses an Ooma owned and operated website, the consumer privacy policy available on that website applies. If you are a current or former Ooma employee, or just joining us as a new team member, please contact your HR representative to access our separate Employee Privacy Notice.

Persons with disabilities may obtain this Notice in an alternative format upon request by contacting us at [HR-solutions@ooma.com](mailto:HR-solutions@ooma.com).

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### NOTICE AT COLLECTION OF PERSONAL INFORMATION

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#### Personal Information We Collect

When you apply for a job with Ooma, we may collect the following categories of Personal Information from and about you. The types of personal information we collect about you will depend on the nature of the position for which you are applying, the stage of the recruitment process, and other relevant circumstances:

- Identifiers/contact information, such as name, address, phone number, email address, government-issued identification numbers (i.e., social security number, passport number, driver’s license number), or other identifiers.
- Characteristics of Protected Classifications under Federal or California Law, such as your gender, date of birth, or citizenship or immigration status.

- Internet or other electronic network activity information, including activity on our recruiting-related websites and applications and activity on our recruiting-related communications systems.
- Geolocation information, such as non-precise geolocation, which we may automatically capture, or your address/location when you submit an application or within your Resume/CV.
- Education information, such as education history, transcripts and credentials.
- Professional or employment-related information, such as employment history, references, skills, qualifications, and other information contained in your resume, application, or other documents you provide in support of your application. We may collect such information from you or from third parties, such as from your references or from former employers, and process this information to analyze your fitness for a position based on our testing and assessments.
- Inferences derived from the above categories of Personal Information, such as abilities or aptitudes.
- Audio or video data, such as footage from CCTV / video surveillance cameras on our premises, voicemail recordings and other audio or visual information.
- Sensitive Personal Information, such as
  - Government-issued identification;
  - Social security number;
  - Citizenship information; and
  - Protected characteristics, such as your age, race, ethnicity, national origin, citizenship, sex, gender identity, sexual orientation, religion, or disability status (note that we will not use this information in employment-related decisions unless specifically permitted by law). Ooma collects this category of Personal Information on a purely voluntary basis, except where collection is required by law, and uses the information online in compliance with applicable laws and regulations.

We take commercially reasonable steps to protect the confidentiality of the Personal Information we collect from disclosure to third parties, except on a need-to-know basis, to confidentially evaluate your application for employment or for the purposes outlined in the “How Your Personal Information is Collected” section below .

Ooma may conduct a background check to collect additional Personal Information about you for employment purposes. Prior to conducting this check, we will provide you with a separate written notice and an opportunity to consent to the background check.

## How Your Personal Information is Collected

We collect your Personal Information in a number of ways:

- **Directly from you:** We or our service providers generally collect your Personal Information directly from you when you provide information related to your application for employment.
- **Automatically when you visit the Ooma careers pages or portals:** When you visit our careers pages or portals, we or our third-party partners and service providers may collect browsing



history, site usage data, and other information regarding your online activity automatically through a variety of technologies, such as cookies, tags, SDKs or scripts.

- **From third parties:** We may collect your Personal Information from your previous employer or references, from third parties such as employment agencies or background check agencies, and from public facing accounts or social profiles (e.g., LinkedIn).
- **Combined information:** We may combine the information we receive from and about you. We use, disclose, and protect combined Personal Information as described in this Notice.

## Business and Commercial Purposes for Collecting and Using Your Personal Information

We use the Personal Information that we collect from and about you for our recruitment activities and as otherwise necessary or appropriate in connection with the fulfillment of other legitimate business purposes. The specific purposes for which we may use your Personal Information, depending on how you interact with us, are described below.

- **Facilitate the recruiting and interview process.** We use your Personal Information in connection with our general recruitment activities, which may include identifying you as a potential candidate, reviewing your application for a position with us, verifying the information provided to us in connection with your application or received from other sources, determining your eligibility and suitability for a potential position or other opportunities with us, and communicating with you about the status of your application or other opportunities with us that may be of interest to you. In some cases, this may include retaining and using your Personal Information as part of our talent pool for future job openings.
- **Communicate with you.** We use your Personal Information to provide status updates regarding your application and notifications regarding opportunities for a position with Ooma.
- **For Analytics.** We use your Personal Information to perform analytics and evaluate and improve our job application and recruitment activities.
- **Maintain security and prevent fraud.** We use your Personal Information to help monitor and maintain the security and integrity of this website as well as our business, network, and systems. We also use your Personal Information to detect, prevent, investigate, and protect you, our business, and others from fraud and other unlawful or unsafe activity. This may include video surveillance to protect the safety and security of Ooma's facilities and personnel.
- **Satisfy our legal obligations.** We use your Personal Information to comply with applicable law and/or respond to requests and communications from law enforcement authorities or other government officials. This includes complying with our reporting obligations.
- **Corporate Transaction.** We may use your Personal Information in connections with a corporate transaction, sale, or assignment of assets, merger, divestiture, or other change of control or financial status of Ooma or any of its subsidiaries or affiliates.
- **For Targeted Advertising.** When you access the Ooma career portal, we, along with our third-party partners, data analytics providers, advertising technology vendors, and social media platforms may collect and use Personal Information related to your browsing and website use to serve you interest-based advertising.



- ***As otherwise necessary or appropriate.*** We use your Personal Information to fulfill any other purpose for which you provide your Personal Information or as otherwise explained to you at the point of information collection. We also use your Personal Information for other purposes at your direction or with your consent. Finally, we use your Personal Information as we believe necessary or appropriate to protect our rights, privacy, safety, property, and/or those of others; this includes to manage litigation and other legal disputes and inquiries involving Ooma.

Please note that if you accept a job offer from us, we may transfer the Personal Information that we collected from and about you during the recruiting and interview process to your personnel file.

**Sensitive Personal Information:** As noted above, we may collect, process and use “sensitive Personal Information” for permissible “business purposes” (as such terms are defined in California law), including assessing work eligibility and as otherwise provided in this Notice. We do not use or disclose sensitive Personal Information for the purpose of inferring characteristics about you. We only use or disclose sensitive Personal Information as necessary to manage your candidacy or our employment relationship; resist malicious, deceptive, fraudulent, or illegal actions directed at our business; ensure the physical safety of natural persons; and verify, maintain and improve the quality of our business.

## Sales and Sharing of Personal Information

We do not “sell” or “share” your Personal Information as these terms are defined in the CCPA.

## Data Retention

Except as otherwise permitted or required by applicable law or regulation, we will only retain job applicants’ Personal Information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

If you are offered and accept employment with Ooma, the Personal Information we collected during the application and recruitment process will become part of your employment record, and we may use it in connection with your employment consistent with our employee Personal Information policies. If you do not become an employee, or, once you are no longer an employee of Ooma, we will retain and securely destroy your Personal Information in accordance with our document retention policy and applicable laws and regulations.

**De-identification.** In some cases, we may use or retain de-identified information that is derived from Personal Information. Such information is not considered personal information under the CCPA. We take reasonable measures to ensure that de-identified information cannot be associated with a particular consumer or household. We have implemented technical safeguards and business processes that prohibit re-identification, and we commit to maintaining and using the information in de-identified form without attempting to re-identify it, except for the purpose of determining whether our de-identification processes satisfy the requirements of the CCPA.

## Information Provided About Other Individuals

If you provide us with Personal Information of a reference or any other individual as a part of your application, it is your responsibility to inform them of this Notice and obtain consent from that individual prior to providing information to Ooma.



## How We Disclose Your Information

Within Ooma, your information will be available to staff and human resources personnel on a need-to-know basis. Depending on how you interact with us, we may also disclose each category of your Personal Information that we collect to the following categories of recipients:

- **Affiliated Brands.** We may disclose your Personal Information with our affiliates for purposes set forth in this Notice.
- **Our Service Providers and Partners.** We disclose your Personal Information to our service providers and partners that provide business, professional, human resources, hiring, or technical support services to us, help us operate our business and recruiting activities, or administer activities on our behalf.

In certain circumstances, we may disclose each category of your Personal Information to:

- **Competent Governmental, Regulatory, and Public Authorities.** We may disclose your Personal Information to government and law enforcement authorities, in each case to comply with legal or regulatory obligations or requests.
- **Relevant Third Parties as Part of a Corporate Transaction.** In the event of a reorganization, merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of our business, assets, or stock (including in connection with a bankruptcy or similar proceeding), we may disclose or transfer your Personal Information to certain third parties, such as the acquiring entity and its advisers.
- **Other Third Parties.** We will disclose your Personal Information to other third parties at your direction or with your consent, including former employers or those whom you have listed as job references or who referred you to Ooma. Additionally, we will disclose your Personal Information as we believe necessary or appropriate to: (a) comply with applicable law; (b) enforce our terms and conditions; (c) protect our operations; (d) protect our rights, privacy, safety, or property, and/or those of you or others; and (e) allow us to pursue available remedies or limit damages that we may sustain.

We may disclose your Personal Information for other reasons that we will describe at the time of information collection or prior to disclosing your information.

**De-identified data:** We may disclose de-identified or aggregate Personal Information so that it will no longer be considered Personal Information and disclose such information to other parties for purposes consistent with those described in this Notice.

## Your California Privacy Rights

If you are a resident of California, you are entitled to the following privacy rights, subject to applicable exceptions:

- **Right to Know:** You have the right to know what Personal Information we have collected about you, including the categories of sources from which the Personal Information is collected, the business or commercial purpose for collecting your Personal Information, the categories of third



parties to whom we disclose Personal Information, the categories of Personal Information disclosed to third parties, and the specific pieces of Personal Information we have collected about you. Please note that we may not be required to respond to your requests “to know” or access specific pieces of Personal Information more than twice in any 12-month period.

- **Right to Delete:** You may request that we delete the Personal Information that we have collected from or about you. There are some reasons when we will not be able to fully address your request, such as to perform a contract, to detect and protect against fraudulent and illegal activity, to maintain for internal purposes, to comply with our legal obligations, or to exercise our rights, including our rights in managing the applicant hiring process.
- **Right to Correct:** You have the right to correct inaccurate Personal Information that we may maintain about you, subject to appropriate verification.
- **Right to Opt-Out of the Use of ADMT:** You may have the right to opt-out of the use of automated decision-making technologies (ADMT) if ADMT is used to make significant decisions concerning you/your employment, as well as access information about our use of the technology.

**As noted above, we do not sell or share your Personal Information**, and we do not use or disclose sensitive Personal Information for the purpose of inferring characteristics about you as explained in the “Business and Commercial Purposes for Collecting and Using Your Personal Information” section.

**How to submit a request.** To exercise your right to know, delete, correct, or opt-out of ADMT under California law, please email us at [HR-solutions@ooma.com](mailto:HR-solutions@ooma.com) or contact us at 650-566-6639. We may request certain information to verify your identity before we can respond to your request to know, delete, or correct. When you exercise your privacy rights you have the right not to receive discriminatory treatment by Ooma for the exercise of such privacy rights.

To request information we may collect about you as a consumer, including in connection with your online purchases or use of our commercial websites, please follow the instructions provided in our consumer privacy policy on the website for the relevant Ooma products or services.

**Authorized Agent Requests.** You may authorize someone to make a privacy rights request on your behalf (an authorized agent). Authorized agents will need to demonstrate that you’ve authorized them to act on your behalf. Ooma retains the right to request confirmation directly from you confirming that the agent is authorized to make such a request, or to request additional information to confirm the agent’s identity.

## Data Security

We implement and maintain reasonable security procedures and practices appropriate to the nature of the information we maintain including appropriate technical, administrative, and physical measures designed to protect information from unauthorized or illegal access, destruction, use, modification, or disclosure. You also play an important role in protecting your information. It is your responsibility to select a strong password, change it regularly, not reuse or share your password, and alert us if you have any concerns about unauthorized use of your account.

## Changes to this Notice

We reserve the right to update or modify this Notice at any time without prior notice by posting a revised version on our website. The date listed above indicates the most recent change or update to this Notice.



## Accessibility

We are committed to ensuring that this notice is accessible to people with disabilities. To make accessibility-related requests, please contact us at [HR-solutions@ooma.com](mailto:HR-solutions@ooma.com) or 650-566-6639.

## Contact Information

If you have any questions about this Privacy Notice or concerns about how we manage your personal information, please email [HR-solutions@ooma.com](mailto:HR-solutions@ooma.com). We will endeavor to answer your questions and advise you of any steps taken to address the issues raised by you.