

## PRIVACY POLICY

This Privacy Policy will tell you about how Kforce Inc. and its subsidiaries (collectively “Kforce” or “we”) handle your Personal Information from your use of the website and applications, how we use and protect that information, and what choices you have concerning how such information is used on the website you are viewing, as well as any other Kforce-affiliated website to which may be linked from this website.

### **What Information We Collect and How that Information May Be Collected and Used**

Kforce considers “Personal Information” as any information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular candidate or device (“Personal Information”).

Personal Information does not include:

- Publicly available information from government records;
- Deidentified or aggregated information; and
- Information excluded from the CCPA’s scope.

Kforce uses the information we collect for the following purposes: (1) to provide you with information regarding employment opportunities and career-related information; (2) establishing and maintaining communications with you; (3) where you have requested a service, assisting you in the completion of your application, the assessment of your eligibility for any such requested service, the processing and maintenance of the service, as well as any applicable renewal of such service; (4) responding to your inquiries about applications, accounts and other services; (5) making proposals for future service needs; (6) allowing our affiliated companies to notify you of certain products or services offered by our affiliated companies; (7) processing transactions through service providers; (8) complying with applicable legal requirements, court orders, legal proceedings, document requests, and industry standards and our policies; (9) protecting against fraud, suspicious or other illegal activities; (10) protecting the rights of Kforce or other third-parties; and (11) compiling statistics for analysis of our sites and our business.

Kforce obtains Personal Information from the following sources:

- Directly from you. For example, from forms you complete or products and services you purchase or utilize (if any).
- Indirectly from you. For example, from observing your actions as a candidate, from records of your use of our website, network, or other technology systems.
- From independent third parties related to your eligibility for employment, or our ongoing management of our business.
- From other employees, as part of Kforce’s management, evaluation, training, and discipline processes.

As we noted earlier, when you use our website and applications, we use automated means of collecting information, such as cookies and other web-based or electronic tracking technologies to collect information about your use of the website or application. This information is necessary for us to provide you with personalized and location-based content, as well as for analyzing the use of resources, troubleshooting problems, preventing fraud, and improving our services. Collected items may include the pages most

frequently visited, services accessed the most, and links to other sites that users most often visit. We measure activity in aggregate, such as number of users of our website, and activities conducted on our website, but may sometimes choose to measure use on an individual level. This allows us to provide a better user experience.

This website also uses Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses cookies to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity, and providing other services relating to website activity and internet usage for Kforce and its affiliates. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting your preferences in the cookie banner on the website or selecting the appropriate settings on your browser, however, please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

### **How We May Share Your Information**

Kforce may disclose your Personal Information: (1) to third-parties to perform business functions; (2) to our affiliated entities for the purposes of providing marketing, or improving our services; (3) to comply with legal requirements, such as a law, regulation, search warrant, subpoena or court order; (4) as part of a business transaction, such as a reorganization, merger, acquisition, bankruptcy, or similar event, or (5) in special cases, such as protecting the rights, property, or safety of Kforce, our customers or others.

Kforce may share your Personal Information with third-parties or Kforce customers or potential customers for employment, recruitment, and placement services for your potential employment opportunities with customers who are seeking employees who have your qualifications, or to a customer with whom you have been placed by Kforce, to integrate with their employment or application process, or for their reporting or analytics requirements. Kforce may also share your information with third-party service providers. These service providers will have agreements with Kforce to handle your Personal Information the same way Kforce would. For example, Kforce uses analytics providers which track your use of the website or application. Kforce will only share Personal Information about you that is relevant to our legitimate business purposes or as stated in this Privacy Policy, and reasonably related to the purposes for which you have provided your information.

Additionally, this website uses the Google AdWords remarketing service to advertise on third-party websites (including Google) to previous visitors to our site. It could mean that we advertise to previous visitors who haven't completed a task on our site, for example using the contact form to make an inquiry. This could be in the form of an advertisement on the Google search results page, or a site in the Google Display Network. Third-party vendors, including Google, use cookies to serve ads based on someone's past visits to the Kforce website. Of course, any data collected will be used in accordance with this Privacy Policy and Google's privacy policy.

### **Linked Websites**

Kforce's website may contain links to third-party websites not controlled by Kforce and therefore not covered by this Privacy Policy. Any information that you submit, post, or otherwise reveal on these third-party sites is governed by the privacy policy of those sites. We recommend that you review the terms and conditions of use and privacy policies in place on such third-party websites.

### **Protecting Your Information**

We want your information to remain as secure as reasonably possible. We regularly monitor industry-standard technical safeguards for securing your Personal Information and review our physical, technical, and organizational security practices to determine how we can prevent the loss, misuse, unauthorized access, alteration, or disclosure of your Personal Information. While we strive to protect your Personal Information, considering the nature of the Internet, and your control over your own access codes, Kforce cannot ensure or warrant the complete security of any information you transmit to us.

### **Your Communication Choices**

We may also, from time to time, use your Personal Information to send you informational communications or marketing materials regarding our services, including employment information and job opportunities that you indicate an interest in, where you have experience or when creating a profile. You may receive these messages from Kforce via email, phone, direct mail, and other communication means.

We do not, however, want to send you information that you do not wish to receive, and you may opt-out of receiving these communications or change your preferences, as indicated below:

1. Unsubscribe/Opt-Out. Each communication we send that contains marketing communications will contain instructions on how to unsubscribe if you do not wish to receive these types of communications in the future from Kforce.
2. Direct Request. You can email us directly to request to be removed from communications by sending the request to [privacy@kforce.com](mailto:privacy@kforce.com).
3. Update Profile Online. You can access your profile online via the website, or the application, and change your communication preferences or unsubscribe from informational communications.

You may choose to refuse cookies, which will restrict our ability to report on individual use - simply refer to the "What Information We Collect and How that Information May Be Used" section above or your browser's help instructions to learn more about how to manage their use.

The major browsers have attempted to implement the draft "Do Not Track" ("DNT") standard of the World Wide Web Consortium ("W3C") in their latest releases. As this standard has not been finalized, Kforce's website is not compatible with DNT and so does not recognize DNT settings.

### **Your California Privacy Rights**

This section only applies to individuals who are residents of California and protected under the California Consumer Privacy Act of 2018 ("CCPA"), as amended, and other California privacy laws (together "California Laws").

*a. Personal Information Collected*

Kforce collects the following categories of Personal Information, as defined by California Laws through the ways outlined above in the section titled “What Information We Collect and How that Information May Be Collected and Used”:

The categories of Personal Information we collect are:

- Identifiers and demographic data. This includes data like name, address, email, marital status, birth date, gender, educational data, etc.
- Sensitive Personal Information. This includes data like financial account numbers, government issued identification numbers, medical data, etc. collected for business purposes.
- Transactional Data. This includes data you may share with us when you are acting in your capacity as a consumer instead of an associate. For example, when you buy our products or services.
- Image information. This includes information like ID badge photos or security camera video footage of you.
- Internet or other similar network activity. You may use Kforce systems for your work. All the activity you have on these systems, including information accessed from your personal device, from email to web browsing, is collected and used. This includes log-in details, software application usage, VoIP phone usage, and file share access.
- Geolocation data. This can include location data we may collect as part of your use of a Kforce issued devices or personal devices connected to the Kforce network.
- Sensory data. This is data which may or may not be related to you directly, as it is usually data coming from devices like security motion detectors or similar devices. However, if it is tied to other data, like key card access logs, it can become personal information.
- Professional or employment-related information. This is all the data related to your employment with Kforce, including but not limited to Personal Information related to individuals who receive benefits from Kforce because of your status as a worker with Kforce. For example, it can include “right to work” documents, payroll and benefits data, medical leave data, or other kinds of information necessary for Kforce to acquire, manage, and retain talent in its workforce.
- Non-public education information. This is information related to your academic credentials such as what school you went to, what your GPA was, what activities or sports you did in school, or other data on your school transcripts.
- Inferences based on Personal Information. This includes information in performance reviews, any testing you may have undertaken, information related to succession planning, as well as predictive analytics related to your use of Kforce IT systems and networks.

We collect them for the purposes described above, and may share as outlined in the section titled, “How We May Share Your Information” above.

*b. California Residents Rights*

Under California Laws, California residents have the following rights (“Rights”) listed below. Your Right to Access and Right to Deletion are not absolute and are subject to certain exceptions. For instance, we cannot disclose specific pieces of Personal Information if the disclosure would create a substantial, articulable, and unreasonable risk to the security of the Personal Information of yours or others, your account with us or the security of the business’s systems of networks. There are also exceptions to deletion requests if the information is necessary to complete a transaction, for internal uses aligned with expectations, compliance, and legal obligations, or for other internal purposes in a lawful manner compatible with the context in which the consumer provided it

## You Have the Following Rights Under California Laws

- Right to request Kforce disclose Personal Information, or categories of Personal Information, it has collected, used, disclosed, and sold for the previous 12 months
- Right to request Kforce delete Personal Information we have collected about you
- Right to request Kforce correct your Personal Information
- Right to request Kforce opt you out of the sale of your Personal Information
- Right to request Kforce limit the sharing of your Sensitive Personal Information

Californians can exercise their privacy rights by submitting a request via the [Privacy Rights](#) webform, contacting us at [privacy@kforce.com](mailto:privacy@kforce.com) or via the other avenues outlined in the below section titled, “How to Contact Kforce”. In some cases, we may need to collect additional information to verify your identity, such as your name and proof of residence. We will use the information provided in connection with a request solely for the purposes of verification. We cannot effectuate your request if we are unable to verify your identity or authority to make the request and confirm that the Personal Information relates to you.

Californians may exercise these rights themselves or they may designate an authorized agent to make these requests on their behalf. If we receive a request from an authorized agent, we may take steps to verify their ability to act on the consumer’s behalf, including through contacting the consumer. In most cases, we will facilitate a rights request through automated tools available on our website or through your password protected account.

Kforce does not discriminate against any individual for exercising their privacy rights as we know and understand how important your Personal Information is to you, and hope you understand we are also committed to the protection of your Personal Information.

We will handle requests as required under applicable California Laws. When a request is made, we may verify your identity to protect your privacy and security and will respond via the options stated above. Please note that we are only required to respond to each customer twice per calendar year.

### How to Contact Kforce

If at any time you have questions or concerns about Kforce's privacy commitment or anything contained in this Privacy Policy, please feel free to contact us via the Contact Us form, via e-mail at [support@kforce.com](mailto:support@kforce.com), at the address below, or by calling 1-877-4KFORCE to speak to one of our team members.

Our postal address is:  
Kforce Inc.  
Attn: Human Resources  
1150 Assembly Drive  
Suite 500  
Tampa, FL 33607

### Retention of Your Personal Information

Kforce will retain your Personal Information for as long as required to provide the services or complete the transactions for which your Personal Information was collected. Kforce will also retain data for as long as legally required or allowed to do so for compliance obligations, dispute resolutions and by the schedule in the Kforce Records Retention Policy.

**Changes to Privacy Policy**

Kforce may change this Privacy Policy from time to time due to changes in relevant law or Kforce's business practices, but in the least we will review this policy annually. If we decide to make changes to this Privacy Policy, we will post the changes on this website, and your continued usage after such changes are posted constitutes acceptance of each revised Privacy Policy.

This Privacy Policy was last revised and is effective as of January 2, 2023.