

# LSC COMMUNICATIONS PRIVACY POLICY

Last Updated: January 1, 2023

This Privacy Policy explains how information about you is collected, used and disclosed by LSC Communications Inc. US, LLC, its subsidiaries and affiliated companies, and its brands which include Lakeside Book Company, Dover Publications, Research and Education Association, TOPS Products, Continuum Management, Hudson Yards, and The Clark Group, Inc. (collectively, "LSC Communications"). This Privacy Policy applies to information we collect when you use our websites and other online products and services that link to this Privacy Policy (collectively, the "Services") or when you otherwise interact with us.

Certain states, including California and Virginia [and Colorado, Connecticut, and Utah], require additional information regarding our privacy practices and your privacy rights. Depending on whether you are a resident of those states ("Consumer"), we provide you additional notices about our privacy practices and consumer rights relating to your personal information or personal data, as defined under those laws. If you are a California or Virginia [Colorado, Connecticut, or Utah] resident, please see the "California and Other State Privacy Information" section.

We may change this Privacy Policy from time to time. If we make changes, we will notify you by revising the date at the top of the policy and, in some cases, we may provide you with additional notice (such as adding a statement to our homepage or sending you a notification). We encourage you to review the Privacy Policy whenever you access the Services or otherwise interact with us to stay informed about our information practices and the ways you can help protect your privacy.

## **I. Collection of Information**

The types of information we have collected in the previous 12 months include identifiers, commercial information, and internet or electronic network activity data. Below, we provide examples of the precise data points we collect and the sources of such collection.

### **INFORMATION YOU PROVIDE TO US**

We collect information you provide directly to us. For example, we collect information when you create an account, interact with us on social media, subscribe to our email alerts, participate in any interactive features of the Services, fill out a form, make a purchase, apply for a job, interact or communicate with us via third party social media sites, request customer support or otherwise communicate with us. The types of information we may collect include identifiers, such as your name, company name, occupation, email address, postal address, phone number, social security number and other governmental ID numbers, and any other information you choose to provide. In connection with some of our Services, you may be required to provide certain financial or payment information, such as credit card number, type, expiration date, or other financial information. Such information is collected and stored by third-party payment processors, and use and storage of that information is governed by any applicable terms and conditions and privacy policies of those third parties.

## **INFORMATION WE COLLECT AUTOMATICALLY WHEN YOU USE THE SERVICES**

When you access or use our Services, we automatically collect commercial information and internet or electronic network activity data, including:

- **Log Information:** We collect log information about your use of the Services, including the type of browser you use, access times, pages viewed, your IP address and the page you visited before navigating to our Services.
- **Device Information:** We collect information about the device you use to access our Services, including the hardware model, operating system and version, and unique device identifiers.
- **Information Collected by Cookies and Other Tracking Technologies:** We use various technologies to collect information, including cookies and web beacons. Cookies are small data files stored on your hard drive or in device memory that help us improve our Services and your experience, see which areas and features of our Services are popular, and count visits. Web beacons (also known as “pixel tags” or “clear GIFs”) are electronic images that may be used in our Services or emails to help deliver cookies, count visits, and understand usage and campaign effectiveness. For more information about cookies, and how to disable them, please see "Your Choices" below.

## **INFORMATION WE COLLECT FROM OTHER SOURCES**

We may also obtain information from other sources and combine that with information we collect through our Services. For example, we may collect information about you from third parties, including but not limited to identity verification services, credit bureaus, mailing list providers and publicly available sources.

### **II. Use of Information**

We use the information listed above for business and commercial purposes, including to:

- Deliver the products and services you request;
- Provide, maintain, and improve our Services and the content of our websites;
- Provide and deliver the products and services you request, process transactions, and send you related information, including confirmations and invoices,
- Send you technical notices, updates, security alerts, and support and administrative messages;
- Respond to your comments, questions and requests, and provide customer service and support;
- Process your application for employment;

- Communicate with you about products, services, offers, promotions, rewards, and events offered by LSC Communications and others, and provide news and information we think will be of interest to you;
- Monitor and analyze trends, usage, and activities in connection with our Services;
  - Personalize the advertisements you see on third-party platforms and websites (for more information, see the “Advertising and Analytics” section below);
- Detect, investigate, and help prevent fraudulent transactions and other illegal activities, and protect the rights and property of LSC Communications and others;
  - Comply with our legal and financial obligations;
- Link or combine with information we get from others to help understand your needs and provide you with better service; and
- Carry out any other purpose described to you at the time the information was collected.

### **III. Disclosures of Information**

We may disclose personal information in the following circumstances or as otherwise described in this policy:

- With vendors, consultants and other service providers who need access to such information to carry out work on our behalf, such as assisting with web hosting, fraud prevention, customer service, and marketing and advertising;
- With third parties to offer or provide related services;
- If you request us to carry out specific transactions, for example refunds, promotions etc. unless you opt out of this type of sharing. To opt out, please, send an email to [dataprivacy@lsc.com](mailto:dataprivacy@lsc.com) with details of your request. We will contact you to acknowledge receipt and take any appropriate action;
- If we believe that disclosure is in accordance with, or required by, any applicable law or legal process, including lawful requests by public authorities to meet national security or law enforcement requirements;
- If we believe that your actions are inconsistent with our user agreements or policies, if we believe that you have violated the law, or if we believe it is necessary to protect the rights, property, and safety of LSC Communications, our users, the public, or others;
- With our lawyers and other professional advisors where necessary to obtain advice or otherwise protect and manage our business interest;
- In connection with, or during negotiations concerning, any merger, sale of company assets, financing, or acquisition of all or a portion of our business by another company;

- Between and among LSC Communications and our current and future parents, affiliates, subsidiaries and other companies under common control and ownership; and
- With your consent or at your direction.

We may also share aggregated or de-identified information, which cannot reasonably be used to identify you. LSC Communications processes, maintains, and uses this information only in a de-identified fashion and will not attempt to re-identify such information, except as permitted by law.

#### **IV. Advertising and Analytics Services Provided by Others**

We may allow others to provide analytics services, serve advertisements, and perform related services on our behalf across the Internet and in applications. These entities may use cookies, web beacons, SDKs, device identifiers, and other technologies to collect information about your use of the Services and other websites and applications, including your IP address and other identifiers, web browser, pages viewed, time spent on pages or in apps, links clicked and conversion information. This information may be used to deliver advertising and content targeted to your interests on other companies' sites or mobile apps and to analyze and track data, determi

ne the popularity of certain content, and other websites and better understand your online activity. In addition, some of our advertising partners enable us to translate your email address or phone number into an identifier that can't be used to identify you personally. Our advertising partners then use that unique identifier to show ads that are more relevant to you across the web and in mobile apps.

For more information about interest-based ads, or to opt out of having your web browsing information used for behavioral advertising purposes by companies that participate in the Digital Advertising Alliance, please visit [www.aboutads.info/choices](http://www.aboutads.info/choices).

#### **V. Security**

LSC Communications takes reasonable measures to help protect information about you from loss, theft, misuse and unauthorized access, disclosure, alteration and destruction.

#### **VI. Transfer of Information to the U.S. and Other Countries**

LSC Communications is based in the United States and the information we collect is governed by U.S. law. By accessing or using the Services located in the United States or otherwise providing information to us in the United States, you consent to the processing, transfer and storage of information in and to the U.S. and other countries, where you may not have the same rights and protections as you do under local law.

To the extent LSC Communications' processes personal data it receives from the EU in connection with services it offers in the EU ("EU Data"), LSC Communications leverages Standard Contractual Clauses with our customers to operate as a data processor and/or sub processor. Please direct any inquiries or complaints regarding our data privacy compliance to the point of contact listed in the "Contact Us" section below.

## VII. Your Choices

### ACCOUNT INFORMATION

You may update, correct or delete information about you at any time by logging into your online account or emailing us at: [dataprivacy@lsc.com](mailto:dataprivacy@lsc.com).

If you wish to deactivate your account, please email us at [dataprivacy@lsc.com](mailto:dataprivacy@lsc.com). We may retain certain information as required by law or for legitimate business purposes. We may also retain cached or archived copies of information about you for a certain period of time.

### COOKIES

Most web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove or reject browser cookies. Please note that if you choose to remove or reject cookies, this could affect the availability and functionality of our Services.

### PROMOTIONAL COMMUNICATIONS

You may opt out of receiving promotional messages from LSC Communications by following the instructions in those messages. If you opt out, we may still send you non-promotional emails, such as those about your account or our ongoing business relations.

## VIII. California and Other State Privacy Information

### CALIFORNIA AND OTHER STATES NOTICE OF INFORMATION COLLECTED AND/OR DISCLOSED

The California Consumer Privacy Act or “CCPA” (Cal. Civ. Code § 1798.100 et seq.), as amended by the California Privacy Rights Act (“CPRA”) and privacy laws in Virginia [Colorado, Connecticut, and Utah], afford consumers residing in those states certain rights with respect to their personal information. If you are a resident of one of those states, this section applies to you as further described below.

If you are a California applicant or employee, employee applicant, or contractor, please refer to the [LSC Communications Privacy Notice for California Applicants/Employees](#) for a description of LSC Communications’ privacy practices in that context, and if you are a California business contact, please see our [California Business Privacy Notice](#).

In the preceding 12 months, we have collected the following categories of personal information:

<i>Category of Personal Information</i>	<i>Examples of Personal Information Collected</i>
Identifiers	Name, mailing address, zip code, IP address
California customer records or similar personal information under applicable state laws	Name, address, telephone number

Internet or other electronic network activity	Browsing activity
Characteristics of Protected Classifications under State or Federal Law	Age
Commercial information	Records of products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies
Sensory data	Audio information (such as call recordings)
Inferences	Approximate location based on IP address

We collect personal information for the business and commercial purposes described in the Use of Information section above. In the preceding 12 months, we have disclosed the following categories of personal information for business purposes to the following categories of recipients:

<i>Category of Personal Information</i>	<i>Categories of Recipients</i>
<ul style="list-style-type: none"> <li>Identifiers</li> </ul>	<ul style="list-style-type: none"> <li>Web hosting and cloud storage providers</li> <li>Customer support services providers</li> <li>Customer feedback services providers</li> <li>Data analytics providers</li> <li>Fraud prevention services providers</li> <li>Advertising partners</li> </ul>
<ul style="list-style-type: none"> <li>Characteristics of protected classifications under state or federal law</li> </ul>	<ul style="list-style-type: none"> <li>Customer feedback services providers</li> </ul>
<ul style="list-style-type: none"> <li>Internet or other electronic network activity information</li> </ul>	<ul style="list-style-type: none"> <li>Web hosting and cloud storage providers</li> <li>Data analytics providers</li> <li>Fraud prevention services providers</li> <li>Advertising partners</li> </ul>
<ul style="list-style-type: none"> <li>Inferences</li> </ul>	<ul style="list-style-type: none"> <li>Advertising partners</li> </ul>

We do not use or disclose sensitive personal information for the purpose of inferring characteristics about you. We retain personal information for as long as necessary to carry out the purposes for which we originally collected it and for other purposes described in this privacy policy.

## **SALES OF PERSONAL INFORMATION**

California law requires that we provide transparency about personal information we “sell.” “Sale,” for the purposes of the CCPA, broadly means scenarios in which we have disclosed personal information with partners in exchange for valuable consideration. In the preceding twelve (12) months, LSC Communications has not sold personal information.

We do not knowingly sell or share personal information about consumers under the age of 16.

## **CALIFORNIA NOTICE OF FINANCIAL INCENTIVE**

California’s privacy law requires that we notify you if we provide you a program, benefit, or other offering, related to the collection, deletion, or sale of personal information, which it defines as a “financial incentive.” We offer coupons to prospective and current LSC Communications consumers. Sometimes, consumers sign up or provide us their personal information (e.g., email address) in order to receive our coupons. As such, under the CCPA, our coupons and product incentives may be considered financial incentives provided in exchange for the collection and retention of personal information.

We offer these coupons to enhance our relationship with you or so you can enjoy or try our products at a lower price. There is no obligation to opt-in and consumers may opt-out at any time. The details of each program are contained in each such program offering.

The consumer data received in exchange for your participation is dependent on a number of factors, including, for example, whether and to what extent you take advantage of any offerings and whether and to what extent you opt out of any offerings but is roughly equivalent to the value of the coupon or product offered.

## **INFORMATION RELEVANT TO CALIFORNIA**

The CPRA requires that we notify you if we “Share” your personal information with third parties. For purposes of the CPRA, “Sharing” means that we make available or otherwise disclose your information to third parties for cross-context behavioral advertising, such as targeting of advertising to you based on your personal information obtained from your activity across businesses, websites, apps, and services other than our Services.

Accordingly, we “Share” your information for Targeted Advertising. Specifically, we disclose your identifiers and internet or other network activity with Service Providers and third parties with whom you direct us to disclose your personal information.

To opt out of targeted advertising, sharing, and sales of your personal information, please follow the prompts here.

## **YOUR STATE CONSUMER RIGHTS AND CHOICES**

Subject to certain limitations, you have the right to (1) request to know more about the categories and specific pieces of personal information we collect, use, and disclose, (2) request correction of your personal information, (3) request deletion of your personal information, (4) opt out of any “sales” or “sharing” of your personal information that may be occurring, and (5) not be discriminated against for exercising these rights. You may make these requests by calling 844-572-5720 or sending an email to [dataprivacy@lsccom.com](mailto:dataprivacy@lsccom.com). We will verify your request by asking you to provide information related to your recent interactions with us.

If we receive your request from an authorized agent and they do not provide a valid power of attorney, we may ask the authorized agent to provide proof that you gave the agent signed permission to submit the request to exercise rights on your behalf. In the absence of a valid power of attorney, we may also require you to verify your own identity directly with us or confirm to us that you otherwise provided the authorized agent permission to submit the request. If you are an authorized agent seeking to make a request, please call 844-572-5720.

### **IX. Contact Us**

If you have any questions about this Privacy Policy, please contact us at:

LSC Communications Corporate

4101 Winfield Road

Warrenville, IL 60555

Email: [dataprivacy@lsccom.com](mailto:dataprivacy@lsccom.com)



# LSC COMMUNICATIONS CALIFORNIA APPLICANT AND PERSONNEL PRIVACY POLICY AND NOTICE AT COLLECTION

*Last Updated: January 1, 2023*

This California Applicant and Personnel Privacy Policy and Notice at Collection (“**CA Personnel Privacy Policy**”) notifies you about LSC Communications Inc. US, LLC (“**LSC Communications**,” “**we**,” or “**us**”) privacy practices, including how we collect, use, and disclose information about you in connection with your employment or other engagement, when you access or use our website at our [career portal](#) (“**Career Portal**”), or when you otherwise interact with us, such as through our human resources or other support channels.

This CA Personnel Privacy Policy sets forth our privacy practices as required by the California Consumer Privacy Act of 2018 , as amended by the California Privacy Rights Act (collectively “CCPA”). The CA Personnel Privacy Policy applies only to individuals residing in the State of California who are considered “Consumers” under the CCPA and from whom we collect “personal information” as described in the CCPA. We provide you this notice because, under the CCPA, California Residents who are our current or former employees, officers, directors, contractors, agents, consultants, agent workers, job applicants, and any other individuals who currently work or previously worked for us (“**Personnel**” or “**you**”) qualify as Consumers. Where we refer to employment, engagement, or work, in this CA Personnel Privacy Policy, we do so for convenience only, and this should in no way be interpreted as purporting to confer employment status on non-employees to whom this CA Personnel Privacy Policy also applies. This CA Personnel Privacy Policy does not form part of any contract of employment or engagement, does not confer any employment status or contractual right on any Personnel, and does not place any contractual obligation on us.

If you are a California business contact, please refer to our [California Business Contact Privacy Policy](#) for a description of our privacy practices in that context.

We may change this CA Personnel Privacy Policy from time to time. If we make material changes, we will notify you by revising the date at the top of this CA Personnel Privacy Policy and, in some cases, we may provide you with additional notice (such as adding a statement to the Career Portal and employee intranet or sending you a notification). We encourage you to review the CA Personnel Privacy Policy often to stay informed about our information practices and the choices available to you.

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## APPLICABILITY OF OTHER POLICIES

This Policy does not cover our processing of personal information collected from you as an LSC Communications customer or a visitor of our websites outside the scope of your employment, engagement, or application. To learn more about LSC Communications' privacy practices in these cases, please read our online [Privacy Policy](#).

In some cases, you may provide personal information to third parties that we work with. This could be, for example, when you opt-in at your own discretion to services or benefits programs provided by third parties to our personnel. By participating in such services or benefits programs, you understand that the collection of your personal data is subject to separate privacy policies of the third party organizations.

## NOTICE OF INFORMATION COLLECTION

We may collect personal information from you in a variety of different situations, including but not limited to, on our website, your mobile device, through email, in physical locations, through the mail, and/or over the telephone. More specifically, in the preceding 12 months, we have collected the following categories of personal information from California Personnel, which will depend on the particular business purpose for which we collect it:

<b>Categories of Personal Information</b>	<b>Examples of Personal Information Collected</b>
Identifiers.	A real name, alias, postal address, unique personal identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.
California Customer Records.	A name, signature, Social Security number, or, address, telephone number, passport number, driver's license or state identification card number, education, employment, employment history, bank account number, or any other financial information, medical information, or health insurance information.
Protected classification characteristics under California or federal law.	Age, race, national origin, citizenship, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), information relating to same sex benefits, veteran or military status.

<b>Categories of Personal Information</b>	<b>Examples of Personal Information Collected</b>
Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.
Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.
Geolocation data.	Physical location.
Sensory data.	Audio information (such as call recordings).
Professional or employment-related information.	Current or past job history or performance evaluations.

Monitoring: We reserve the right to monitor the use of our premises, equipment, devices, computers, network, applications, software, and similar assets and resources. In the event such monitoring occurs, it may result in the collection of personal information about you. Some LSC Communications facilities are equipped with surveillance equipment such as cameras and CCTV which may capture your image or information about your movements, and which may be used to protect the safety of LSC Communications' staff, visitors and property. This is not meant to suggest that all Personnel will in fact be monitored, but to alert you that when using LSC Communications equipment and resources, you should not have any expectations of privacy with respect to your use of such equipment or resources. We will ensure that any personal information generated by this monitoring is treated in accordance with this Policy.

LSC Communications obtains the categories of personal information listed above from the following categories of sources:

- Directly from you. For example, from forms or surveys you complete or services we provide you.
- Indirectly from you. For example, from observing your actions on our website or from information your computer or mobile device transmits when interacting with our website, among other things.
- Third parties. For example, staffing and recruiting agencies with whom we contract for services and consumer reporting agencies when we perform employee background screenings.

## **USE OF INFORMATION**

When you apply for a position on our Career Portal, we use your personal information to evaluate a potential employment relationship with you and for other business purposes. In particular, we use personal information to:

- Provide, maintain, and improve the Career Portal and personalize your experience;
- Assess your skills, qualifications, and suitability for the role;

- Communicate with you about the recruitment process;
- Verify your information and complete your reference and/or background checks (where applicable) if we offer you a position;
- Manage and improve our recruitment and hiring process more generally and enable other processing for legitimate business interests and internal uses that are reasonably aligned with the expectations of applicants;
- Cooperate with law enforcement investigations and comply with applicable laws, regulations, legal processes, and governmental requests;
- Send you technical notices, security alerts, support messages, and other transactional or relationship messages;
- Monitor and analyze trends, usage, and activities in connection with our Career Portal;
- Detect, investigate, and help prevent security incidents and other malicious, deceptive, fraudulent, or illegal activity and help protect the rights and property of LSC Communications and others;
- Comply with our legal and financial obligations;
- Create de-identified, anonymized, or aggregated information; and
- Carry out any other purpose described to you at the time the information was collected.

If we hire or engage you, we will process your personal information in connection with your employment or engagement, in particular for the following business purposes:

- *For entering into, execution of and termination of your employment or engagement*, including the integration into our business and our organization, training, idea management, calculation, and execution of company pension schemes, and as necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract;
- *General HR and personnel administration*, including payroll and benefits, expense reimbursement, travel and timekeeping, administration of work time and value accounts, training and development, performance management, sickness and absence management, emergency contact, grievance and disciplinary procedures, equal opportunity monitoring, as necessary and appropriate to provide reasonable workplace accommodations, and for business continuity planning;
- *Personnel planning, assignment, and development*, including considering your suitability for any of our current or future employment opportunities, succession planning, assigning you to project teams, know-how pools or other internal groups and to confirm your references, character, and educational background;
- *Secondment, relocation, and business travel purposes*, including working with local authorities or organizations, doctors, relocation agencies, travel agents, and other service providers as needed to facilitate the secondment, relocation, or business travel;
- *Strategic business planning and organizational purposes*, including planning, controlling, budgeting, benchmarking, and restructuring;
- *Marketing purposes*, including marketing photos, billboards, website content, videos, social media posts, research and development of new products and services, and other

related marketing activities, for which we will only use personal data about you in creating this content with your consent;

- *Security purposes*, including maintaining and protecting our property, ensuring integrity and security of and controlling access to our premises, facilities, IT and communication systems, platforms, websites and other systems or facilities (including monitoring by camera or other means of surveillance), investigating, preventing and detecting security threats, fraud, theft or other criminal or malicious activities, and as necessary in order to protect the vital interests of Personnel or of another natural person such as during an emergency threatening the health or security of Personnel;
- *Legal documentation purposes*, to ensure compliance with legal documentation and document retention obligations (such as record keeping obligations);
- *Organizational compliance*, in particular monitoring and assessing compliance with our policies and standards;
- *Regulatory compliance*, ensuring compliance with our legal and regulatory obligations and exercising and enforcing our rights under applicable laws or regulations, such as laws relating to tax and commercial law matters, social matters, workplace security, medical matters, sickness benefits, employee protection (such as working time, maternity leave, termination protection, minimum wage), works constitution, and other relevant laws;
- *For specific compliance purposes*, such as compliance screening or recording obligations (e.g. under antitrust laws, export laws, trade sanction and embargo laws, or to prevent white-collar or money laundering crimes). This may include the following measures: checks of your contact or identity data against applicable sanctioned-party lists and contacting you to confirm your identity in case of a potential match, reporting to or cooperation with requests or audits by national and international regulatory, enforcement or exchange bodies, conducting reference checks, background checks, public register checks, conflict checks, credit checks, criminal records checks (where applicable), and other due diligence as required under applicable law and regulations;
- *Disputes and enforcement of claims*, including supporting us in dealing with and solving disputes, complying with orders of courts, authorities, or other public bodies, enforcing our contractual agreements and to establish, exercise or defend legal claims; and
- To enable solely internal uses in a lawful manner that are reasonably aligned with expectations of Personnel based on our work relationship and that are compatible with the context in which the information was provided to LSC Communications.

## DISCLOSURES OF INFORMATION

In the preceding 12 months, we have disclosed the following categories of personal information for business purposes to the following categories of recipients:

<i>Category of Personal Information</i>	<i>Categories of Recipients</i>
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<ul style="list-style-type: none"> <li>Identifiers</li> </ul>	<ul style="list-style-type: none"> <li>Service providers, such as Benefits Administrators, Payroll Processors, Personnel Management Providers, Legal Service Providers, IT and Security Providers.</li> </ul>
<ul style="list-style-type: none"> <li>California Customer Records</li> </ul>	<ul style="list-style-type: none"> <li>Service providers, Benefits Administrators, Payroll Processors, Personnel Management Providers.</li> </ul>
<ul style="list-style-type: none"> <li>Protected classification characteristics under California or federal law</li> </ul>	<ul style="list-style-type: none"> <li>Service providers, Benefits Administrators, Payroll Processors, Personnel Management Providers.</li> </ul>
<ul style="list-style-type: none"> <li>Commercial information</li> </ul>	<ul style="list-style-type: none"> <li>Legal service providers, IT and Security Service Providers.</li> </ul>
<ul style="list-style-type: none"> <li>Internet or other electronic network activity</li> </ul>	<ul style="list-style-type: none"> <li>IT and Security Service Providers.</li> </ul>
<ul style="list-style-type: none"> <li>Sensory data</li> </ul>	<ul style="list-style-type: none"> <li>IT and Security Service Providers and Personal Management Providers.</li> </ul>
<ul style="list-style-type: none"> <li>Professional or employment-related information</li> </ul>	<ul style="list-style-type: none"> <li>Benefits Administrators, Payroll Processors, Personnel Management Providers, Legal Service Providers, IT and Security Service Providers.</li> </ul>

We do not use or disclose sensitive personal information for the purpose of inferring characteristics about you. We will not retain your personal information for longer than is reasonably necessary to carry out the purposes we disclose in this CA Personnel Privacy Policy.

**SALES AND SHARING OF PERSONAL INFORMATION**

California law requires that we provide transparency about personal information we “sell” or “share.” “Sale,” for the purposes of the CCPA, broadly means scenarios in which we have disclosed personal information with partners in exchange for valuable consideration, while “sharing” means we have disclosed information to a third party for cross-context behavioral advertising. We do not “sell” or “share” your personal information. We also do not knowingly sell or share personal information about consumers under the age of 16.

We engage others to provide analytics services and serve advertisements across the web and in mobile apps. These entities may use cookies, web beacons, device identifiers, and other technologies to collect information about your use of our Career Portal and other websites and applications, including your IP address, web browser, mobile network information, pages viewed, time spent on pages or in mobile apps, links clicked, and conversion information. This information may be used by LSC Communications and others to, among other things, analyze and track data to better understand your online activity.

## **YOUR PRIVACY RIGHTS AND CHOICES**

Subject to certain limitations, you have the right to (1) request to know more about the categories and specific pieces of personal information we collect, use, and disclose, (2) request correction of your personal information, (3) request deletion of your personal information, and (4) not be discriminated against for exercising these rights. You may make these requests by calling 844-572-5720 or sending an email to [dataprivacy@lsc.com](mailto:dataprivacy@lsc.com). We will verify your request by asking you to provide information related to your recent interactions with us.

If we receive your request from an authorized agent and they do not provide a valid power of attorney, we may ask the authorized agent to provide proof that you gave the agent signed permission to submit the request to exercise rights on your behalf. In the absence of a valid power of attorney, we may also require you to verify your own identity directly with us or confirm to us that you otherwise provided the authorized agent permission to submit the request. If you are an authorized agent seeking to make a request, please call 844-572-5720.

## **CONTACT US**

If you have any questions about this Policy, please contact us at:

LSC Communications Corporate

4101 Winfield Road

Warrenville, IL 60555

Email: [dataprivacy@lsc.com](mailto:dataprivacy@lsc.com)

# LSC COMMUNICATIONS CALIFORNIA BUSINESS CONTACTS PRIVACY POLICY AND NOTICE AT COLLECTION

*Last Updated: January 1, 2023*

This California Business Contacts Privacy Policy and Notice at Collection (“**CA Business Contacts Privacy Policy**”) notifies you about LSC Communications’ (“**LSC Communications**,” “**we**,” or “**us**”) privacy practices, including how we collect, use, and disclose information about you in connection with our business relationship with you and when you otherwise interact with us.

This CA Business Contacts Privacy Policy sets forth our privacy practices as required by the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act (collectively “CCPA”). The CA Business Contacts Privacy Policy applies only to individuals residing in the State of California who are considered “Consumers” under the CCPA and from whom we collect “personal information” as described in the CCPA. We provide you this notice because, under the CCPA, California Residents who are business contacts of our vendors, contractors, providers, and others with whom we conduct business operations (“**Business Contact**” or “**you**”) qualify as Consumers.

If you are a California employee, employee applicant, or contractor of LSC Communications, please refer to our [California Applicant and Personnel Privacy Policy](#) for a description of our privacy practices in that context.

We may change this CA Business Contacts Privacy Policy from time to time. If we make material changes, we will notify you by revising the date at the top of this CA Business Contacts Privacy Policy and, in some cases, we may provide you with additional notice (such as sending you a notification). We encourage you to review the CA Business Contacts Privacy Policy often to stay informed about our information practices and the choices available to you.

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## APPLICABILITY OF OTHER POLICIES

This Policy does not cover our processing of personal information collected from you as a LSC Communications customer or a visitor of our websites outside the scope of our business relationship. To learn more about LSC Communications’ privacy practices in these cases, please read our online [Privacy Policy](#).



# NOTICE OF INFORMATION COLLECTION

We may collect personal information from you in a variety of different situations, including but not limited to, through the mail and/or over the telephone. More specifically, in the preceding 12 months, we have collected the following categories of personal information from California Business Contacts, which will depend on the particular business purpose for which we collect it:

<b>Categories of Personal Information</b>	<b>Examples of Personal Information Collected</b>
Identifiers.	A real name, alias, postal address, unique personal identifier, Internet Protocol address, email address, account name, Tax ID number, Social Security number, or other similar identifiers.
California Customer Records.	A name, signature, Social Security number, or, address, telephone number, education, employment, employment history, bank account number, or any other financial information.
Protected classification characteristics under California or federal law.	Age, race, national origin, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), or information relating to veteran or military status.
Commercial information.	Purchasing or consuming histories or tendencies.
Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.
Sensory data.	Audio information (such as call recordings).
Professional or employment-related information.	Current employer, job title.

LSC Communications obtains the categories of personal information listed above from the following categories of sources:

- Directly from you. For example, from forms or surveys you complete or services we provide you, or when you communicate with us about our ongoing business relationship.
- Indirectly from you. For example, from information your computer or mobile device transmits when interacting with our emails, among other things.
- Third parties. For example, third party partners and other vendor contacts may give us information about you.

## USE OF INFORMATION

When you engage with us as a Business Contact, we use or disclose your personal information for the following business purposes:

- Fulfill or meet the purpose for which you provided the information. If we seek to or do engage you as a vendor, contractor, provider, or other business relation, we use your information to communicate about our potential, current, or former business relationship;

- Verify your information and complete your reference and/or background checks (where applicable);
- Create, maintain, customize, and secure your information or account with us;
- Process your requests or transactions and prevent transactional fraud;
- Provide you with support and respond to your inquiries, including to investigate and address your concerns and monitor and improve our responses;
- Help maintain the safety, security, and integrity of our systems, services, databases, other technology assets, and business;
- Enable processing for legitimate business interests and internal uses that are reasonably aligned with the expectations of business contacts;
- Cooperate with law enforcement investigations and comply with applicable laws, regulations, legal processes, and governmental requests;
- Send you technical notices, security alerts, support messages, and other transactional or relationship messages;
- Detect, investigate, and help prevent security incidents and other malicious, deceptive, fraudulent, or illegal activity and help protect the rights and property of LSC Communications and others;
- Evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of LSC Communications' assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by LSC Communications about our Consumers is among the assets transferred;
- Comply with our legal and financial obligations;
- Create de-identified, anonymized, or aggregated information; and
- Carry out any other purpose described to you at the time the information was collected.

## DISCLOSURES OF INFORMATION

In the preceding 12 months, we have disclosed the following categories of personal information for business purposes to the following categories of recipients:

<i>Category of Personal Information</i>	<i>Categories of Recipients</i>
Identifiers.	Service Providers, Accounting Service Providers, Legal Service Providers, IT and Security Providers.
California Customer Records.	Service Providers, Accounting Service Providers.
Protected classification characteristics under California or federal law.	Service Providers, Accounting Service Providers.
Commercial information.	Service Providers, Accounting Service Providers, Legal Service Providers, IT and Security Service Providers.
Internet or other electronic network activity.	IT and Security Service Providers.
Sensory data.	IT and Security Service Providers.
Professional or employment-related information.	Accounting Service Providers, Legal Service Providers, IT and Security Service Providers.

We do not use or disclose sensitive personal information for the purpose of inferring characteristics about you. We will not retain your personal information for longer than is reasonably necessary to carry out the purposes we disclose in this CA Business Contacts Privacy Policy.

## **SALES AND SHARING OF PERSONAL INFORMATION**

California law requires that we provide transparency about personal information we “sell” or “share.” “Sale,” for the purposes of the CCPA, broadly means scenarios in which we have disclosed personal information with partners in exchange for valuable consideration, while “sharing” means we have disclosed information to a third party for cross-context behavioral advertising. In the preceding twelve (12) months, LSC Communications has not sold or shared your personal information.

## **YOUR PRIVACY RIGHTS AND CHOICES**

Subject to certain limitations, you have the right to (1) request to know more about the categories and specific pieces of personal information we collect, use, and disclose, (2) request correction of your personal information, (3) request deletion of your personal information, and (4) not be discriminated against for exercising these rights. You may make these requests by calling 844-572-5720 or sending an email to [dataprivacy@lsc.com](mailto:dataprivacy@lsc.com). We will verify your request by asking you to provide information related to your recent interactions with us.

If we receive your request from an authorized agent and they do not provide a valid power of attorney, we may ask the authorized agent to provide proof that you gave the agent signed permission to submit the request to exercise rights on your behalf. In the absence of a valid power of attorney, we may also require you to verify your own identity directly with us or confirm to us that you otherwise provided the authorized agent permission to submit the request. If you are an authorized agent seeking to make a request, please call 844-572-5720.

## **CONTACT US**

If you have any questions about this Policy, please contact us at:

LSC Communications Corporate

4101 Winfield Road

Warrenville, IL 60555

Email: [dataprivacy@lsc.com](mailto:dataprivacy@lsc.com)