



## California Consumer Privacy Act Notice

Effective Date: January 1, 2020

The California Consumer Privacy Act of 2018 (“CCPA”) imposes specific obligations on businesses processing the personal information of California residents. Pursuant to the CCPA, ProSys Information Systems (“ProSys”, “we” or “us”) is required to provide its employees who are California residents (“California Consumers”) with notice at or before the point of collection of such personal information, that identifies the categories of personal information that may be collected and why we collect such information.

This California Consumer Privacy Act Notice (“Notice”) is intended to provide California Consumers with the notice required by the CCPA. This Notice is supplemental to our Privacy Statement [link] and Terms of Use [link].

### 1. Updates

This Notice will be reviewed and/or updated regularly (no less than every twelve (12) months) to reflect changes to our business, legal, or regulatory obligations. We will not collect additional categories of your personal information or use your personal information already collected for additional purposes without providing you with a notice of our intent to do so. Any changes to this Notice will be effective from the date that they are communicated to you. If we make any material changes to this Notice, we will notify you by email before such changes are effective at the email address you have provided to us.

### 2. Definitions

2.1 “Personal information” has the meaning as defined in the CCPA, and includes information that is collected by Us about you in the course of employment for employment related purposes and encompasses any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with you.

2.2 “Process”, “processed” or “processing” means any operation or set of operations which is performed on personal information, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal information.

2.3 “Employees”, “employee” or “you” means an identified or identifiable natural person who is a California resident and who is acting as a ProSys job applicant, employee, officer, director, or contractor. In this context, “job applicant” refers to any person who has submitted his or her candidacy for employment by ProSys; “employee” refers to any person who is employed at ProSys as a full-or part-time employee or temporary worker, “contractor” means a natural person who provides any service to a business pursuant to a written contract; “officer” refers to an individual with an officer title at ProSys; “director” refers to a person who has been duly elected to ProSys’s Board of Directors.

### 3. Personal Information That We May We Collect About You

Listed below are the categories of personal information that we may process about its employees:

3.1 *Identifiers*, including real name, alias, postal address, unique personal identifiers, email, account name, social security number, driver's license number, passport number or other similar identifiers. In this context, a "unique personal identifier" means a persistent identifier that can be used to recognize an employee, or a device that is linked to an employee, over time and across different services, including, but not limited to, a device identifier; an Internet Protocol address; cookies, beacons, pixel tags, or similar technology; unique pseudonym, or user alias; telephone numbers, or other forms of persistent or probabilistic identifiers.

3.2 *Characteristics of Protected Classifications Under California or Federal Law*, including the following: race, skin color, national origin, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/ or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (such as genetic characteristics, cancer or a record or history of cancer), disability (such as mental and physical including HIV/AIDS, or cancer), military or veteran status, request for family care leave, request for leave for an employee's own serious health condition, request for pregnancy disability leave, and age.

3.3 *Internet or Other Electronic Network Activity Information*, including browsing history, search history, application access location and information regarding an employee's interaction with an internet website, application or advertisement, time and geolocation data related to use of an internet website, application or physical access to a ProSys office location.

3.4 *Professional or Employment-related Information*, including job related data maintained as part of the employment relationship that is present in: a job application or resume; an employment contract; a contractor agreement; a performance review; a disciplinary record; photos; biometric data, including imagery of your fingerprint, face, and voice recordings; information from employee expenses; browsing and search history; payroll and benefits related data; internal and external contact information; or information captured from video, audio, systems, or other forms of monitoring or surveillance.

3.5 *Education Information*, including information about an employee's educational background, such as education records, certifications, and transcripts that is not publicly available.

3.6 *Inferences*, including any information drawn from any of the personal information categories referenced above to create a profile about an employee reflecting the employee's characteristics, psychological trends, preferences, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

#### **4. Purposes for Collecting Your Personal Information**

ProSys collects the personal information identified in Section 3 above for the following purposes:

4.1 *To Recruit Employees*, including to conduct employment related background screening and checks.

4.2 *To Administer Benefits*, such as medical, dental, optical, commuter, and retirement benefits, including recording and processing eligibility of dependents, absence and leave monitoring, insurance and accident management and provision of online total reward information and statements.

4.3 *To Pay and Reimburse for Expenses*, including salary administration, payroll management, payment of expenses, and to administer other compensation related payments, including assigning amounts of

bonus payments to individuals, administration of departmental bonus pools and administration of stock option payments.

4.4 *To Conduct Performance-Related Reviews*, including performance appraisals, career planning, skills monitoring, job moves, promotions and staff re-structuring.

4.5 *To Monitor Work-Related Licenses and Credentials*, including provisioning software licenses for use in the course of an employee's work-related responsibilities, in order to ensure compliance, training, examination and other requirements of applicable regulatory bodies are met.

4.6 *To Provide Our Employees with Human Resources Management Services*, including providing employee data maintenance and support services, administration of separation of employment, approvals and authorization procedures, administration and handling of employee claims, and travel administration.

4.7 *To Administer International Assignments*, including relocation services, documenting assignment terms and conditions, obtaining relevant immigration documents, initiating vendor services, fulfilling home/host country tax administration and filing obligations, addressing health requirements and populating the International Mobility global system.

4.8 *To Maintain Your Contact Information*, including altering your details across relevant entities within the ProSys global affiliates (for example personal, other employment and transferring roles).

4.9 *To Assist You in Case of Emergency*, including maintenance of contact details for you, and your dependents in case of personal or business emergency.

4.10 *To Monitor Eligibility to Work in the U.S.*, which means monitoring and ensuring compliance of employees' ability to work in the U.S.

4.11 *To Conduct Healthcare-Related Services*, including conducting pre-employment and employment-related medical screenings for return to work processes and medical case management needs; determining medical suitability for particular tasks; identifying health needs of employees to plan and provide appropriate services, including operation of sickness policies and procedures; and providing guidance on fitness for travel and fitness for expatriation.

4.12 *To Facilitate Better Working Environment*, which includes conducting staff surveys, providing senior management information about other employees, and conducting training.

4.13 *To Ensure a Safe and Efficient Working Environment*, which includes ProSys actions relating to disciplinary actions, and code of conduct processes and investigations.

4.14 *To Maintain Security on ProSys Websites and Internet Connected Assets*, which includes hosting and maintenance of computer systems and infrastructure; management of ProSys's software and hardware computer assets; systems testing, such as development of new systems and end-user testing of computer systems; training; and monitoring email and Internet access.

4.15 *To Comply with Applicable Law or Regulatory Requirements*, such as legal (local, state and federal) and internal company reporting obligations as well as audit responses, including headcount, management information, demographic and Health, Safety, Security and Environmental reporting.



## 5. Further Information

If you have any questions about this statement or wish to exercise your rights under the CCPA, please contact:

Email: Office of Compliance, Privacy Team at [Privacy@prosys.com](mailto:Privacy@prosys.com)

Mail:

Attn: Chief Compliance Officer/Privacy Team

ProSys Information System

15461 Springdale Street

Huntington Beach, CA 92649

We are required by law to verify that any request submitted was made by someone with the legal right to access the data. Therefore, prior to accessing or divulging any information pursuant to a data subject access request, we may request that you provide us with additional information in order for us to verify your identity and legal authority. If you are an authorized agent submitting a request on behalf of a data subject, you must attach written authorization from the data subject indicating you are authorized to submit this request on their behalf. This authorization must be signed by both parties.

Under certain circumstances, we may not be able to fulfill your request, such as where doing so would interfere with our regulatory or legal obligations, where we unable to verify your identity, or if your request involves disproportionate cost or effort. In any event, we will respond to your request within a reasonable time frame and as required by law, and provide you an explanation.