

LAST UPDATED: December 10, 2020

**HP Hood LLC
CALIFORNIA CONSUMER PRIVACY ACT NOTICE**

This California Consumer Privacy Act Notice (“Privacy Notice”) explains what types of Personal Information may be collected by HP Hood LLC (“Hood,” “we,” “us” or “our”) about our prospective, current, and former employees, temporary employees, agents, subcontractors, consultants, and vendors who are California residents and how that information may be used and disclosed. This Privacy Notice also applies to California residents who are designated by our prospective, current, and former employees as emergency contacts or benefits recipients. As used in this Privacy Notice, “Personal Information” means, in general, information that identifies, relates to, or describes a particular California resident and includes the categories listed below.

We may not collect all of the information listed below from you. What we collect depends on your interactions with us.

1. Categories of Personal Information Collected: We collected the following categories of Personal Information during the last 12 months:

- A. Identifiers, such as name, government-issued identifier (e.g., Social Security number), and unique identifiers (e.g., employee ID);
- B. Personal information, as defined in the California Records Law, such as name, signature, SSN, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, or any other financial information, medical information, or health insurance information;
- C. Characteristics of protected classifications under California or federal law, such as age, marital status, gender, sex, race, color, disability, citizenship, primary language, immigration status, military/veteran status, disability, request for leave, and medical conditions;
- D. Commercial information, such as transaction information and purchase history (e.g., in connection with travel or other reimbursements);
- E. Internet or network activity information, such as browsing history and interactions with our online systems and websites;
- F. Geolocation data, such as device location;
- G. Audio, electronic, visual, and similar information, such as call, plant, truck, and video recordings;
- H. Professional or employment-related information, such as work history and prior employer;
- I. Non-public education information; and
- J. Inferences drawn from any of the Personal Information listed above to create a profile or summary about, for example, an individual’s preferences and characteristics.

Depending on a particular California resident’s interactions with us, we may not have collected each of these categories of Personal Information about that person.

2. Sources of Personal Information. We collect Personal Information directly from California residents themselves, as well as from prior employers, references, recruiters, job-related social media platforms, third-party sources of demographic information, third-party background screening providers, and third-party claim administrators and investigators. Some California residents may provide Personal Information to us through third party websites or technology applications. Depending on the particular California resident’s interactions with us, we may not have collected Personal Information from each of these categories of sources.

- 3. Uses of Personal Information.** We may use Personal Information:
- A. To operate, manage, and maintain our business;
 - B. For our employment purposes;
 - C. To otherwise accomplish our business purposes and objectives, including, for example:
 - 1. Conducting research, analytics, and data analysis;
 - 2. Maintaining our facilities and infrastructure;
 - 3. Quality and safety assurance measures;
 - 4. Conducting risk and security controls and monitoring;
 - 5. Detecting and preventing fraud;
 - 6. Performing identity verification;
 - 7. Performing accounting, audit, and other internal functions, such as internal investigations;
 - 8. Complying with the law, legal process, and internal policies;
 - 9. Maintaining records;
 - 10. Claims processing; and
 - 11. Exercising and defending legal claims.

Depending on the particular California resident's interactions with us, we may not have used Personal Information about that person for each of these purposes.

- 4. Disclosures of Personal Information.** We disclosed the following categories of Personal Information to third parties, such as our service providers and affiliates, banks (for payment), insurers, benefits providers, third party claim administrators, and/or unions, for our operational business purposes:

- A. Identifiers, such as name, government-issued identifier (e.g., Social Security number), and unique identifiers (e.g., employee ID);
- B. Personal information, as defined in the California Records Law, such as name, signature, SSN, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, or any other financial information, medical information, or health insurance information;
- C. Characteristics of protected classifications under California or federal law, such as age, marital status, gender, sex, race, color, disability, citizenship, primary language, immigration status, military/veteran status, disability, request for leave, and medical conditions;
- D. Commercial information, such as transaction information and purchase history (e.g., in connection with travel or other reimbursements);
- E. Internet or network activity information, such as browsing history and interactions with our online systems and websites;
- F. Geolocation data, such as device location;
- G. Audio, electronic, visual, and similar information, such as call and video recordings;
- H. Professional or employment-related information, such as work history and prior employer;
- I. Non-public education information; and
- J. Inferences drawn from any of the Personal Information listed above to create a profile or summary about, for example, an individual's preferences and characteristics.

Depending on the particular California resident's interactions with us, we may not have disclosed each of these categories of Personal Information about that person for these purposes.

- 5. Sales of Personal Information.** We do not sell your Personal Information.

Please contact your local Human Resources representative if you have any questions.