

CALIFORNIA EMPLOYMENT PRIVACY NOTICE

- 1. About this Notice.** This privacy notice sets out how Intelliloan, Inc. collects and uses personal information about you in compliance with our obligations under the California Consumer Privacy Act of 2018 (CCPA), as amended by the California Privacy Rights Act of 2020 (CPRA). This Notice supplements other HR-related privacy policies/notices.

We take your privacy very seriously. Please read this notice carefully as it contains important information on the personal information that we collect, why we collect it, how long we keep it, and whether it is sold to or shared with third parties. This notice will be updated regularly.

Key Terms. The following key terms are used in this notice:

- **We, us, our.** Intelliloan, Inc.
- **Personal information.** Any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked with a particular individual.
- **Sensitive personal information.** Personal information revealing an individual's social security number, driver's license and passport numbers, account numbers and credentials, precise geolocation, racial or ethnic origin, religious beliefs, or union membership, personal information concerning a consumer's health, sex life, or sexual orientation, contents of a consumer's mail, email and text messages where the business is not the intended recipient, genetic data, and biometric information.
- **Biometric Information.** An individual's physiological, biological, or behavioral characteristics, including information pertaining to an individual's deoxyribonucleic acid (DNA), that is used or is intended to be used singly or in combination with each other or with other identifying data, to establish individual identity. Biometric information includes, but is not limited to, imagery of the iris, retina, fingerprint, face, hand, palm, vein patterns, and voice recordings, from which an identifier template, such as a faceprint, a minutiae template, or a voiceprint, can be extracted, and keystroke patterns or rhythms, gait patterns or rhythms, and sleep, health, or exercise data that contain identifying information.

Other terms used but not defined will have the meaning set forth in the CCPA, as amended by the CPRA.

- 2. Personal Information We Collect About You.** We may collect and use the following categories of personal information about you:

Categories of Personal Information Collected

- Identifiers: Name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, social security number, driver's license number, passport number, or other similar identifiers.
- Personal information: Name, signature, social security number, 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, credit or debit card number, other financial information, medical information, health insurance information

- Characteristics of protected classifications under California or federal law such as race, religion, national origin, age, sex, sexual orientation, pregnancy, familial status, disability, military or veteran status, and genetic information
- Biometric information
- Internet or other electronic network activity information such as browsing history, search history, and information regarding your interaction with internet web sites and applications
- Geolocation data
- Audio, electronic, visual, thermal, olfactory, or similar information (such as photographs and call recordings)
- Professional or employment-related information (such as work history, prior employer, references, qualifications, skills and experience, human resources data, emergency contact information, and data necessary for benefits and related administrative services)
- Education information you provide or contain in background check
- Inferences drawn from any of the information identified above to create a profile reflecting your preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes
- Sensitive personal information

3. How and Why We Use Your Personal Information. We use your personal information for the following purposes:

Purposes for Collecting and Using Your Personal Information

Managing Human Resource Functions:

- Workforce planning
- Recruiting, hiring, and onboarding
- Performing background or credit checks
- Increasing employee engagement
- Training and career development
- Assessing performance
- Determining promotions, transfers, salary, awards, and bonuses
- Managing disciplinary matters
- Managing payroll and business expenses
- Administering leave requests

- Employee communications
- Administration of benefits
- Promoting employee health and safety

Conducting business operations:

- Budgeting
- Recordkeeping and reporting requirements
- Managing infrastructure and company assets
- Strategic planning and/or licensing
- Maintaining security
- Emergency response and business continuity
- Conducting audits
- Pursuing or defending legal or administrative claims

Monitoring:

- Compliance with internal policies and procedures, and applicable regulations
- Use of company resources
- Any other monitoring activities permitted by applicable laws

Compliance with:

- Legal and regulatory obligations
- Court or other government directives
- Internal policies and procedures

Investigating:

- Reports of wrongdoing
- Policy violations
- Internal complaints and/or external complaints

4. Whether Personal Information Will Be Sold or Shared. We do not sell or share the personal information of employees.

5. How Long Your Personal Information Will Be Kept. We will keep your personal information for the time reasonably necessary to achieve the purposes described in the Privacy Notice or for the time period required or permitted by law. We will keep your personal information:

- To respond to any questions, complaints or claims made by you or on your behalf;
- For audit purposes; or

- To keep records required by law.

We will not retain your personal information for longer than necessary for the purposes set out in this notice. Different retention periods apply for different types of personal information.

When it is no longer necessary to retain your personal information, we will delete or anonymize it.

Contact. If you have any questions or concerns about this notice or the information we collect about you, please contact us at: Intelliloan, Inc., 500 N. State College Blvd., Suite 1400, Orange, CA 92868, Attention: HR Dept., or by phone at 1-800-319-6001.

For further contact details, visit intelliloan.com.

Last updated: 01/01/2023