

# Employee and Applicant Privacy Notice for California Residents

Effective Date / Last Revised: July 2020

In this Employee and Applicant Privacy Notice ("**Notice**"), TIDI Products, LLC ("**TIDI**" or "**we**" or "**us**") describe the types of information that we collect from job applicants, and current and past employees, how we use that information, and how we may share that information. This Notice only applies to job applicants and employees who reside in California. We have developed this Notice to comply with the California Consumer Privacy Act of 2018 ("**CCPA**"). Capitalized terms in this Agreement have the meaning set forth in the CCPA.

**PLEASE NOTE: NOTHING IN THIS NOTICE IS INTENDED TO SUPERSEDE ANY OTHER TIDI OR TIDI AFFILIATE EMPLOYMENT POLICIES OR NOTICES, THE EMPLOYEE HANDBOOK, OR ANY EMPLOYMENT CONTRACTS.**

## Updates

We may update this Notice from time to time. When we make changes, we will post an updated Notice on our Site and include an updated effective date. We encourage you to look for updates to our Notice when you visit our Site. We will prominently display that we have updated our Notice on our Site when we post an update.

**Additional Information for Job Applicants:** When you apply to work for TIDI via the Site, you will be re-directed to our third-party service provider, Kronos. Kronos will provide us with the information necessary for us to consider your application. Any information that you provide directly to Kronos is governed by its Privacy Policy.

## A. Categories of Personal Information We Collect

We may collect the following categories of personal information when you apply for a job with TIDI or during the course of your employment at TIDI:

- **Contact Information/Identifiers.** Your name, physical address, email address, phone number, IP address, social security number, driver's license number, passport number and emergency contacts.
- **Device Information.** When you use our Site, we may collect certain information from you automatically through cookies, web beacons, pixel tags and other online tracking mechanisms.

- **Demographic Information.** We may collect information regarding your race, age, national origin, citizenship, religion, marital status, medical conditions, gender, veteran status, military service or other similar information.
- **Biometric Data.** We may collect your signature.
- **Geolocation Data.** If you work in one of our facilities, you may be required to use technology, which will allow us to identify your location for safety reasons, including use of swipe cards for secure entry into facilities and security cameras.
- **Professional and Employment Related Information:** Information regarding your employment history and previous work experience, licenses or certifications and information regarding military service. We also collect time and attendance information.
- **Educational information:** Schools attended, professional licenses and certifications.
- **Financial information.** Banking information for direct deposit purposes, income history and income information and benefits information as well as information regarding your beneficiaries.

## **B. Purposes for Which We Collect Personal Information**

**We may use the personal information we collect from you as a job applicant, a current or former employee for the following purposes:**

- **To Manage the Application Process:** We use your personal information to process your job application, to verify the information you have provided in your application, to communicate with you regarding your application, to answer your questions regarding the application process and to confirm your eligibility for a position. We may also save your information for future job openings within the Company.
- **To Manage the Hiring Process:** We may use your personal information in the hiring process to conduct interviews. We may also use your personal information to perform background and reference checks, with your consent, if you are offered a position.
- **To Communicate with You.** We may use your personal information to provide information to you, to respond to your questions, to notify you of changes to your compensation and benefits program or to notify you of emergencies.

- **To Manage the On-Boarding Process.** Upon being hired by TIDI, we will collect personal information when you complete new hire paper work to assist us in administering salary and benefits and to assist us with complying with governmental and legal requirements.
- **To Administer Compensation and Benefits Programs.** We will use the personal information you provide to process payroll, pay taxes, help employees address employment related tax issues, administer benefits and handle work related expense reimbursement. We may also use this personal information to manage requests for accommodations requests. We also use this to administer employee claims such as under workers' compensation or unemployment benefits.
- **Recruiting.** We may use personal information to communicate with you regarding the recruiting process, to learn where you heard about TIDI and to evaluate and improve our recruiting process.
- **For Performance Management.** TIDI collects personal information in order to assess your performance, assist in career development, conduct pay and grading reviews, and to handle any employment related disputes. We may also use personal information to respond to violations of company policies and to gather information for disciplinary actions. We use personal information for purposes of the internal performance improvement and disciplinary process and to respond to complaints. We may monitor any activity you perform online while using a TIDI device or while connected to TIDI's internet may be tracked by TIDI, such as monitoring the websites you visit and your activity on those websites when using a TIDI device or internet connection. We may also track the emails you send using your TIDI-provided email address, the phone calls you make using a TIDI-provided device, and the chat messages you are involved in using the TIDI-provided instant messaging program.
- **Education and Professional Services.** We may use your personal information to assist with education, training and professional development. We may use this information to assist with professional development, working on career development.
- **Law Enforcement and Courts.** We may disclose your personal information in response to a subpoena, a search warrant or other legally valid process. We may use your personal information to cooperate with law enforcement or other government entities if you are suspected of having violated applicable laws.
- **Record Keeping.** We may use personal information to comply with applicable legally required or industry standard business and employment record keeping requirements and to respond to governmental requests for information.
- **Health and Safety.** We use this information to protect your health and safety, or the health and safety of others, including through the use of technology to allow

contract tracing if you may have exposed to communicable diseases such as the Covid-19 virus. We may also use this information to respond to an employee related emergency. We also use this personal information to protect our facilities and personal property.

- **Protect Our Legal Rights.** We may use your personal information to protect our legal rights, to defend a claim or lawsuit, and to investigate or prevent actual or suspected loss or harm to persons or property. We may use your personal information to seek legal, accounting or other professional advice. When necessary to identify, contact or bring a legal action against someone who may cause or be causing harm to, or interfering with the legal rights of, TIDI or any other party.
- **Company Security.** We may use your personal information to monitor the use of our information systems and electronic resources, to conduct internal audits or investigations and for safety and security of Company employees, visitors and facilities. We also may use such information to protect the Company against illegal activity and misconduct such as fraud, deceptive practices and data security incidents. We use this to offer, operate, maintain, deliver, troubleshoot and update the Site, and the platforms, programs, network and systems used by TIDI in the course of its business.
- **Change in Ownership.** We may use personal information in connection with the evaluation of a change of control of the Company such as in the event of a merger, acquisition, or sale of assets. We may provide personal information both in connection with a due diligence process or it could be transferred as part of the change of control to subsequent owner(s). If we (or our assets) are acquired or if we go out of business, enter bankruptcy, or go through some other change of control or reorganization, personal information and other information could be one of the assets transferred to or acquired by a third party, or reviewed as part of the due diligence process.

## Contact Us

For any questions or concerns, contact us as follows:  
Human Resource Office  
HR@tidiproducts.com  
920-751-4300