

## CCPA Employee and Applicant Privacy Notice

*Last Updated: January 8, 2021*

This CCPA Employee and Applicant Privacy Notice (Notice) applies to any of our employees, contractors, job applicants and prospective employees who are California residents and about whom we have collected personal information in the course of your employment or application for employment with us. We are committed to protecting the privacy and security of the information we collect and to being transparent about the purposes for which we use your information. This Notice sets forth our policies and practices for handling the information we collect and use in the employment context.

### I. Categories of Personal Information We Collect

When a person applies to join our team or over the course of a person's employment, we may collect the following categories of personal information. We collect and use this information only as permitted or required by, and in compliance with, law.

- **Contact Information**, including but not limited to name, alias and other names, email address, telephone or mobile phone number, address, Social Security Number, driver's license number or state ID card number, passport number, and other unique personal identifiers associated with you or other beneficiaries such as your spouse or child;
- **Sign-In and Device Information**, including but not limited to username and password, account name or number, and other online or device identifiers, Internet or other electronic network activity information such as browsing and search history and information regarding interactions with websites and applications, our systems, and networks;
- **Educational, Professional, and Employment-Related Information**, including but not limited to employment, employment and education history, background check information, professional licenses, marital or domestic partner status, date of birth, age, gender, and classifications protected under state or federal Equal Employment Opportunity laws (such as race or national origin);
- **Geolocation data**, including but not limited to badge access and use, video surveillance footage and telephone or other voice recordings;
- **Financial Information**, including bank account, billing address, and information about your income and account balances;
- **Information related to Internet or other electronic network use**, including but not limited to websites, application and program use and viewing;
- **Other Human Resource Purposes**, including but not limited, inferences as required by federal and state reporting requirements; payroll information, doctor's notes, leave information and emergency medical information, and proof of ability to work in United States.

### II. Purposes for Which Personal Information Is Used

We process your personal information for the following business purposes:

*Determining your eligibility for a position with the company*

*Managing compensation, benefits, and employment-related expenses*

*Managing professional development, performance, and conduct*

*Protecting the company against illegal activity and other misconduct*

*Undertaking activities to verify and maintain the quality, safety, and performance of our products and services*

*Complying with our legal obligations*

*Other routine business purposes*

### **III. Contact Information & Updates**

We may update this Notice from time to time, in which case the revised Notice will be posted online or provided to you in writing, by email, or mail. If you have any questions or comments about this Notice and the ways in which Company collects and uses your information as described above, please do not hesitate to contact us through the HR Department at [hr@interactivemortgage.com](mailto:hr@interactivemortgage.com)