

**THINK POWER SOLUTIONS, LLC
CALIFORNIA EMPLOYEE CONTRACTOR PRIVACY NOTICE**

Last Updated January 23, 2023

This California Employee and Contractor Privacy Notice (“Notice”) tells you about the categories of personal information that Think Power Solutions, LLC (collectively, “TPS” or “we”) collect and how we use that information. This Notice is for California residents who are: (1) TPS job applicants; (2) TPS employees and their dependents and beneficiaries; and (3) independent contractors.

Your privacy is important to us. We collect personal information that you provide to us or authorize us to receive or that we are authorized to obtain by law, and we use your personal information only for the purposes described in this notice unless we provide an additional notice to you regarding any new use.

“Personal information” is any information that identifies or reasonably could be linked to a particular person or household. It includes things like email addresses, phone numbers, mailing addresses, payment card information, account numbers, and government-issued identification numbers. These are just examples and there are many other types of information that would be considered personal information.

1. PERSONAL INFORMATION WE COLLECT

This section describes the personal information we collect and how it is collected.

When you apply for employment opportunities in person or online, we may collect your name, address, phone number, email address, date of birth, gender, race, ethnicity, disability, veteran status, income information, Social Security number, criminal history, information from professional references including prior job performance, and employment information including employment history and contacts. This information may be provided through a resume, online job posting platform, or on an application form.

In the course of your employment, in addition to information collected through your job application, after you receive a job offer described above, we may collect additional employment related personal information from employees (as described below). This information may be provided in forms or other documents, through online portals, via email or communicated to us verbally,

To Provide Benefits and Payroll: your name, address, birth date, gender, age, marital status, Social Security number, email address, date of marriage/divorce, phone number, disability, other insurance coverage, dependent information, employment status and income information, Medicare coverage information including benefit number, insurance information such as group policy number or ID, and bank account number, routing number, and account type.

In the Course of Your Employment: your name, phone number, photo, email address, physical address, information for employment-related taxes, Social Security numbers, I-9 information, leave of absence information (such as employee communications, doctor notes, employee paperwork, date of birth, and Social Security number), and emergency contact information.

To Provide Office Services and Supplies: your name, mailing address, delivery instructions, phone number, and email address.

When You Book Travel Through TPS: your name, address, phone, payment card number, payment card expiration date, payment card CVV, airline frequent flyer information, TSA known redress number and global entry number, birth date, Department of Homeland Security redress number, passport number, Visa number, driver’s license or government-issued ID number, ticket/document number, and other related travel information.

When You Access TPS Information Using Personal or TPS-Supplied Devices: your name or user ID, IP address, phone number, address, email address, information about your device including identification and security information, and date and timestamps of internet activity. This information is collected through your device and log-in activity.

For independent contractors in the course of your engagement with TPS, we may collect your name, address, phone number, email address, date of birth, gender, race, ethnicity, disability, veteran status, income information, Social Security number, criminal history, information from professional references including prior job performance, and prior employment information including employment history and contacts. This information may be provided through a PEO, resume, online job posting platform, or on an application form.

To Provide Compensation: your name, phone number, photo, email address, physical address, information for independent contractor status, Social Security numbers, I-9 information, leave of absence information (such as doctor notes, employee paperwork, date of birth, and Social Security number), and emergency contact information.

To Provide Office Services and Supplies: your name, mailing address, delivery instructions, phone number, and email address.

When You Book Travel Through Us or Our Travel Agents: your name, address, phone, payment card number, payment card expiration date, payment card CVV, airline frequent flyer information, TSA known redress number and global entry number, birth date, Department of Homeland Security redress number, passport number, Visa number, driver’s license or government-issued ID number, ticket/document number, and other related travel information.

When You Access TPS Information Using Personal or TPS-Supplied Devices: your name or user ID, IP address, phone number, address, email address, information about your device including identification and security information, and date and timestamps of internet activity. This information is collected through your device and log-in activity.

Our Service Providers may collect or receive personal information as described above on our behalf to provide benefits, payroll, human resources, security and information technology services to TPS.

2. HOW WE USE YOUR INFORMATION

We collect and have collected employee personal information as described above for the following purposes (the categories are the categories specified in the California Consumer Privacy Act):

Category	Types of Information Collected	Purpose for Collection
Identifiers.	Name, alias, address, unique personal identifier, online identifier, Internet Protocol address, email address, Social Security number, driver’s license number, passport number, or other similar identifiers.	<ul style="list-style-type: none"> - Job applications - Payroll - Employee benefits - Employment purposes - Office services - Travel - Device access and security
Personal information categories listed in the California Customer	Name, signature, Social Security number, address, telephone number, passport number, driver’s license or state identification card	<ul style="list-style-type: none"> - Job applications - Payroll

Records statute (Cal. Civ. Code § 1798.80(e)).	number, insurance policy number, education, employment, employment history, bank account number, payment card number, other financial information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories.	- Employee benefits - Employment purposes - Office services - Travel - Device access and security
Protected classification characteristics under California or federal law.	Age (40 years or older), race, national origin, citizenship, religion, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).	- Job applications - Payroll - Employee benefits - Employment - Travel
Commercial information.	Records of personal property, products or services purchased, obtained or considered, or other purchasing or consuming histories or tendencies.	-Travel -Reimbursement
Internet or other similar network activity.	Browsing history, search history, information on a consumer’s interaction with a website, application, or advertisement.	- Device access and security
Professional or employment-related information.	Current or past job history or performance evaluations.	- Job applications - Employment
Sensitive Personal Information	Social security number, driver’s license number, passport number, precise geolocation, racial or ethnic origin, union membership, and religious beliefs.	- Job applications - Payroll - Employee benefits - Employment

We may also collect or request additional information as needed to comply with applicable law or regulatory requirements or legal requests.

3. DISCLOSURE OF YOUR INFORMATION

TPS does not sell or “share” personal information that it collects or receives from you in your role as a job applicant, an employee (or their dependent or beneficiary), or contractor. (“Share” in this context means disclosure for the purpose of cross-context behavioral advertising.)

TPS may disclose your personal information as described below:

Service Providers: We will disclose personal information to companies that provide certain services to TPS or on TPS’s behalf (e.g., payroll services, IT support, human resources, retirement plan services). Our service providers are not permitted to use your personal information except to provide those services.

Corporate Affiliates: We may disclose your personal information to our parent company or related entities under common control as needed for business operations.

Third Parties: We generally do not disclose your personal information to other third parties; however, there may be limited exceptions to this general rule. For example, if we book a business flight on your behalf, certain information will be shared with the airline to book the flight. If you direct us to disclose your personal information with a third party (such as a mortgage company or a potential new employer), then we will disclose the information that is needed to complete your request.

Legal Compliance and Protection: We may need to disclose certain personal information to accountants, auditors, government authorities, law enforcement, regulatory agencies, our legal counsel, third party litigants and their counsel, or other authorized individuals to pursue legal action, to defend against legal claims, or to comply with laws that apply to us, subpoenas, audits, investigations, discovery requests, or other legal obligations such as contractual requirements. We will try to limit disclosure of personal information to only that which is necessary for compliance. We may also disclose personal information if we believe disclosure is needed to protect TPS, its employees, affiliates, business partners, customers or agents.

Business Transactions: We may disclose or transfer your personal information to a third party in the event of any reorganization, merger, sale, acquisition, joint venture, assignment, transfer, or other disposition of all or any portion of TPS's business, assets, or ownership interest (including through bankruptcy or similar proceedings).

In the preceding twelve (12) months, TPS has disclosed the following categories of personal information to our service providers:

- Identifiers
- California Customer Records personal information categories
- Protected classification characteristics under California or federal law
- Internet or similar network activity
- Professional or employment-related information

4. PROTECTION OF YOUR PERSONAL INFORMATION

TPS takes appropriate security measures to help safeguard your personal information from unauthorized access, disclosure, alteration, or destruction. For example, only authorized employees are allowed to access personnel information, and they may only access it for permitted business functions. We also use technology to protect your information, including encrypting sensitive personal information that is transferred to or from our systems and implementing physical security measures to protect electronic and hard copy information. While we cannot guarantee that loss, misuse, or alteration will never occur, we use reasonable efforts to prevent it. Please keep in mind that no method of storage or transmission over the internet is completely secure, so your provision of information to us is at your own risk.

5. RETENTION OF PERSONAL INFORMATION

TPS retains personal information for as long as the personal information is needed to comply with its legal, accounting, and regulatory obligations, and to protect TPS in the event of a legal claim or dispute. Personal information of job applicants who are not hired generally will be destroyed, deleted, or anonymized six years after the year in which it was collected unless a valid request to delete the personal information is received before then. Personal information of employees, contractors, and employees' dependents or beneficiaries will be retained and then destroyed or deleted in accordance with the TPS Document Retention

Policy and Schedule. Some information (retirement plan records and years of service records) will be retained permanently.

6. YOUR RIGHTS

Right to Correct Your Information. You may also submit a request to correct or update your personal information by submitting a request as described below.

Right to Access Information. Subject to certain limits, you may ask us to provide the following information:

- (1) The categories of personal information we collected about you;
- (2) The categories of sources from which the personal information was collected;
- (3) The business or commercial purpose for collecting the personal information;
- (4) The categories of third parties to which personal information was disclosed for a business purpose;
- (5) The specific pieces of personal information we collected about you.

Right to Delete. You have the right to ask us to delete personal information that we have collected about you; however, under California law, TPS has the right to deny your deletion request if the information is necessary for employment purposes, to take actions reasonably anticipated in the context of our business relationship with you, to detect and protect against security incidents or illegal activity, to comply with a legal obligation, or to exercise a right provided for by law.

Right to Limit the Use or Disclosure of Sensitive Personal Information. You have the right to request that we limit our use or disclosure of sensitive personal information to that which is necessary to perform the employment-related purposes for which the information was collected. TPS already limits the use or disclosure of sensitive personal information to only these purposes. For example, you may ask us to limit the use or disclosure of your social security number; however, TPS already limits its use or disclosure of your social security number to only those purposes for which the social security number is necessary (for example, payroll and related tax reporting requirements).

Right to Nondiscrimination. We will not discriminate against you for exercising your privacy rights under California law.

7. REQUESTS

If you are a California resident, you may submit a request to correct, to access, or to delete:

- Email us at: hrconfidential@thinkpowersolutions.com

8. CHANGES TO THIS NOTICE

We reserve the right to modify or change this Notice at any time if our collection and use of personal information changes or if applicable legal requirements change. An updated version of the Notice will be posted on TPS' intranet site and made available to job applicants and independent contractors.