

California Team Member Notice of Collection and Privacy Notice

Effective Date: January 1, 2023

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1. Introduction

This California Team Member Notice of Collection and Privacy Notice (this “**Notice**”) aims to provide you with a better understanding of what Personal Information we collect, use, share, and otherwise process about you as a Team Member in compliance with the California Privacy Rights Act of 2020 (“**CPRA**”).

2. What this Notice Covers

This Notice covers the Personal Information provided to us by you during the course of your employment and post-employment.

As used in the Privacy Statement, the following words have these meanings:

- “**Milgard**,” “**our**,” “**us**,” and “**we**” refers to Milgard Manufacturing, LLC.
“**Team Member**,” “**you**,” or “**your**” refers to all directors, officers, and other team members of Milgard residing in California.
- “**Include**” or “**Including**” means “including but not limited to.”
- Terms otherwise undefined in this Notice have the meaning ascribed to them under the CPRA.

3. Collection of Team Member Personal Information

A. What is Personal Information?

Under the California Consumer Privacy Rights Act of 2020, the term “**Personal Information**” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California Consumer. However, the term “Personal Information” excludes the following information as provided by the CPRA:

1. Publicly available information from government records.
2. De-identified or aggregated consumer information.
3. Information excluded from the CPRA’s scope, including health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CMIA) or clinical trial data; and Personal Information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver’s Privacy Protection Act of 1994.

B. How do we get your Personal Information?

We may collect Personal Information about you in several ways, including:

- Directly from you or your agents. For example, from documents or information you provide to us during the onboarding process.
- Indirectly from you or your agents. For example, we collect information from you or your agents while administering our relationship with you as a Team Member, including from background check providers.
- Directly or indirectly from your activities on our IT and communications systems and networks when you engage with them as a Team Member.
- From third parties that interact with us in connection with the services we perform.
- From our Affiliated Entities.

C. Personal information we collect:

We collect and store different types of Personal Information, such as:

- **Identifiers**, including name, address, phone number, email, and other contact details).
- **Personal Information described in Cal. Civ. Code § 1798.80(e)**, including name, signature, employment history, identification details, and financial information.
- **Protected classification characteristics under California or federal law**, including age, race, marital status, and veteran status, if provided by you.
- **Internet and other network activity information**, including information required to provide access to our IT systems and networks, such as IP addresses, log files, login information, and software/hardware inventories.

- **Professional or employment-related information**, including your academic/professional qualifications, education, CV/resumé, job title, job responsibilities, salary, and benefits, which may include your spouse, beneficiary, and dependents information.
- **Non-public education information**, including college transcripts or proof of degree may be requested during the hiring process for certain roles.
- **Sensitive Personal Information as defined by the CPRA**, where (i) you have given explicit consent to such collection for one or more of the specified purposes described below, (ii) the collection of sensitive personal information is made public by you; and/or (iii) where the collection is necessary for the establishment, exercise or defense of legal claims. Such information may include:
 - **Government IDs**, including your social security number, driver's license, state identification card, or passport number to manage and improve the administration of our human resources, including verifying your qualifications and eligibility to work in the United States.
 - **User IDs and passwords.**
 - **Financial information**, including financial account.
 - **Race or Ethnic Origin**, including information revealing racial or ethnic origin, or religious or philosophical beliefs.

If we ask you to provide any other Personal Information not described above, then the Personal Information we will ask you to provide, and the reasons why we ask you to provide it will be made clear to you at the point we collect it.

4. Use of Team Member Personal Information

We use the Personal Information that we collect primarily to manage our employment relationship with you, along with other business purposes. Such uses include:

- Administering payroll and benefits as well as processing Team Member work-related claims, including worker compensation, insurance claims, leave of absence requests, perquisites, reimbursements, and other benefits;
- Conducting background checks and verifying your employment eligibility;
- Establishing and administering training and/or development requirements;
- Reviewing work performance and determining performance requirements;
- Disciplinary actions or termination;
- Establishing emergency contacts and responding to emergencies;
- Complying with laws and regulations, including labor and employment laws, health and safety, tax, anti-discrimination laws, etc.), under a judicial authorization, or exercising or defending legal rights;
- Compiling internal directories, such as Team Member directories;
- Detecting and preventing fraud or other types of wrongdoing;
- IT security and administration, network security or support;
- Service and process improvement;
- Other legitimate purposes reasonably required for day-to-day operations, such as accounting, financial reporting, business planning; and
- Other lawful purposes, which we will tell you about at the time, provided that we get your consent to that use, if required by law, to do so.

5. Sharing Team Member Personal Information

We may also share your Personal Information with the following categories of parties:

- Our [Affiliated Entities](#) who have legitimate business needs to access your Personal Information;
- Service providers and contractors who provide specific services on our behalf, including hosting and maintenance, legal services, training, data analytics, data storage, security and management, and administration of benefits and payroll.
- Third parties (and their representatives, agents, and advisers) as necessary to exercise, establish or defend legal rights, including to enforce our agreements and policies, and protect Milgard's and/or our Affiliated Entities' rights or property, customers, or the public from harm or illegal activities;
- Third parties (and their representatives, agents, and advisers) in connection with any proposed purchase, merger, acquisition, reorganization, or other transfer of all or any part of our business, provided that we inform the buyer it must use your Personal Information only for the purposes disclosed in this Notice;
- Law enforcement, public authorities, or external legal counsel in response to lawful requests or court orders. Milgard and its Affiliated Entities will cooperate with government, law enforcement officials, and private parties to enforce and comply with the law. We may disclose Personal Information and any other content and information about you to government or law enforcement officials or private parties if, in our discretion, we believe it is necessary or appropriate to respond to or comply with legal requests (including court orders and subpoenas), to protect the safety, property, or rights of Milgard and/or its Affiliated Entities or any third party, to prevent or stop any illegal, unethical, or legally actionable activity, or to comply with the law;

6. Data Retention

We will keep your Personal Information for as long as needed to carry out the purposes described above or as otherwise required by law. Generally, this means we will keep your Personal Information until the end of your employment with us, plus a reasonable period of time after that, where necessary to respond to any employment inquiries, deal with legal, tax, accounting, or administrative matters, or to provide you with ongoing benefits.

7. Your California Rights

A. California Privacy Rights:

Subject to certain exceptions, as a California resident, you have the right to:

- **Right to Know:** You have the right to know how we collect, use, and share your Personal Information and the specific pieces of your Personal Information that we hold;
- **Right to Correct:** You have the right to request that we correct inaccurate Personal Information, considering the nature of the Personal Information and the purposes for processing that information.

- **Right to Delete:** You have the right to request the deletion of your Personal Information, subject to several exceptions; and
- **Right to Opt-Out of Selling: Right to Opt-Out:** We do not sell your Personal Information. However, we are required by statute to let you know that you have the right to opt-out of the sale of your Personal Information if we ever engage in such activity. California law requires us to notify you that we have not sold your Personal Information in the prior twelve months. We do not share your sensitive personal information to infer characteristics about you.
- **Right to Limit:** You have the right to limit how your sensitive personal information is disclosed or shared with third parties, as defined in the CPRA.
- **Right against Discrimination:** You have the right not to be unlawfully discriminated against for exercising these rights.

Only you, or someone legally authorized to act on your behalf, may make a verifiable consumer request related to your Personal Information. The verifiable consumer request must:

- Provide sufficient information that allows us to reasonably verify that you are the person about whom we collected Personal Information or an authorized representative.
- Describe your request in sufficient detail to properly understand, evaluate, and respond to it.

We can only respond to your request or provide you with Personal Information if we verify your identity or authority to make the request and confirm that the Personal Information relates to you. We will only use Personal information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

B. California Shine the Light Law:

We do not share Personal Information with third parties for third-party direct marketing purposes. Cal. Civ. Code §1798.83(d).

C. Automated Decision Making

We do not use automated decision-making without human intervention, including profiling.

8. Changes to this Notice

From time to time, we make updates or changes to this Notice because of changes in applicable laws or regulations or because of changes in our Personal Information practices. We will notify you of any material changes impacting your Personal Information. Where consent is necessary to make a change apply to our practices concerning your Personal Information, we will only apply the changes to your Personal Information once we have that consent.

You can see when this Notice was last updated by checking the date at the top of this Notice.

9. Contact Us

If you have questions or concerns about our use of your Personal Information, or you wish to exercise your California Privacy Rights, you may contact us by email at:

VincePrunty@milgard.com

Or by mail at:

Milgard Manufacturing, LLC
Attn: Senior Director of Human Resources
1010 54th Avenue East
Fife, WA 98424