



## CCPA NOTICE AT COLLECTION FOR CALIFORNIA EMPLOYEES AND APPLICANTS ("NOTICE")

UNIFY Financial Credit Union (together with its subsidiaries and affiliates, "UNIFY," "we," "us," or "our") collects your personal information for human resources, employment, benefit administration, health and safety, and business-related purposes and to be in legal compliance. We adopt this Notice to comply with the California Consumer Privacy Act of 2018 ("CCPA") and other California privacy laws. Any terms defined in the CCPA have the same meaning when used in this notice. This Notice provides a summary of how we collect, use and share your personal information.

### Application of this Notice

This Notice applies to natural residents of the State of California from whom we collect personal information in the course of their acting as a job applicant to, an employee of, owner of, director of, officer of, or contractor of UNIFY.

Below are the categories of personal information we collect and the purposes for which we intend to use this information.

### Categories Information We Collect

We will collect the following categories of personal information from you:

- **Identifying information**, such as your name, date of birth, gender, signature, driver's license number, or similar identifiers.
- **Demographic data**, such as race, ethnic origin, marital status, disability, veteran or military status or similar demographic data.
- **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- **Dependent's or other individual's information**, such as their full name, address, date of birth, and Social Security numbers (SSN).
- **National identifiers**, such as SSN, passport and visa information, and immigration status and documentation.
- **Educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
- **Employment details**, such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
- **Financial information**, such as banking details, tax information, payroll information, and withholdings.
- **Health and Safety Information**, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information.

- **Information Systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on UNIFY's information systems and networks.
- **Biometric information**, such as facial recognition, fingerprints, iris or retina scans, keystroke, or other physical patterns.
- **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to a UNIFY office location.
- **Sensory or surveillance information**, such as COVID-19 related temperature checks and call monitoring and video surveillance.
- **Inferences**, such as a profile or summary about your preferences, characteristics, attitudes, intelligence, abilities, and aptitudes.

### **Use of Personal Information**

We may use or disclose the personal information we collect to:

- To comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with us, including for:
  - Onboarding processes;
  - Timekeeping, payroll, and expense report administration;
  - Employee benefits administration;
  - Employee training and development requirements;
  - The creation, maintenance, and security of your online employee accounts;
  - Reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
  - Worker's compensation claims management;
  - Employee job performance, including goals and performance reviewed, promotions, discipline, and termination; and
  - Other human resources purposes.
- Manage and monitor employee access to company facilities, equipment, and systems.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of UNIFY's policies and procedures.
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions.
- Maintain commercial insurance policies and coverages, including for worker's compensation and other liability insurance.
- Perform workforce analytics, data analytics, and benchmarking.
- As necessary or appropriate to protect the rights, property or safety of us, consumers or others.
- To respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.
- Exercise or defend the legal rights of UNIFY and its employees, affiliates, customers, contractors, and agents.
- For client marketing purposes.

### **Selling Personal Information**

We will not sell your personal information.

### **Contact Information**

If you have any questions or comments about this Notice, please do not hesitate to contact us at: (877) 254-9328, HR.Department@unifyfcu.com, or PO Box 10018, Manhattan Beach, CA 90501. Please visit our Consumer Privacy Policy on our website [unifyfcu.com](https://unifyfcu.com) for more information about the ways in which we collect and use your personal information and your choices and rights regarding such use under California law.