

Notice

California Consumer Privacy Act “CCPA”



1. Personal Information We Collect About You

Pacific Trellis Fruit (“The Company”) collects, receives, maintains, and uses the Personal Information of current and former team members and their dependents and beneficiaries for the following business purposes:

1. To comply with state and federal law and regulations requiring employers to maintain certain records (such as immigration compliance records, personnel files, wage and hour records, payroll records, accident or safety records, DMV records, and tax records);
2. to process payroll;
3. to maintain commercial insurance policies and coverages, including for workers’ compensation and other liability insurance;
4. to manage workers’ compensation claims;
5. to administer and maintain group health insurance benefits, 401K and/or retirement plans;
6. to manage team member performance of their job duties and team member conduct;
7. to conduct workplace investigations (such as investigations of workplace accidents or injuries, harassment, or other misconduct);
8. to evaluate job applicants and candidates for employment or promotions;
9. to obtain and verify background checks on job applicants and team members;
10. to evaluate, make, and communicate decisions regarding a team member’s employment, including decisions to hire, terminate, promote, demote, transfer, suspend or discipline;
11. to communicate with team members regarding employment-related matters such as upcoming benefits enrollment deadlines, action items, availability of W2s, and other alerts and notifications;
12. to grant team members access to secure facilities and maintain information on who accessed the facility;
13. to implement, monitor, and manage electronic security measures on team member devices that are used to access The Company networks and systems; and
14. to engage in corporate transactions requiring review of team member records.

2. How We Share Personal Information

We may share personal information with service providers and other third-parties for the following purposes:

- to initiate a Background and/or Reference Check
- to comply with a legal obligation, such as to respond to subpoena, or to comply with a regulatory requirement;
- to conduct work or provide services on The Company’s behalf, such as processing payroll, or administering benefits;
- where necessary to conduct our business, such as connecting you with trade associations; and
- where you have granted The Company your consent to do so.

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The following chart shows the categories of Personal Information the Company collects, receives, and maintains about of current and former team members and their dependents and beneficiaries (referenced by number), the sources of the Personal Information, and the purposes for which the Personal Information is shared.

CATEGORY	EXAMPLES	BUSINESS PURPOSE
Personal Identifiers	Name, alias, postal, or mailing address, email address, telephone number, social security number, driver’s license or state identification card number, passport number	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
Physical Characteristics or Description	Height, weight, built, tattoos, piercings	4, 7
Financial Information	Bank account number for direct deposit or other financial account information	1, 2
Protected Classifications	Race, ethnicity, national origin, sex, gender, sexual orientation, gender identity, religion, age, disability, medical or mental condition, military status, familial status, language	1, 7
Pre-hire Information	Job application, resume, background check results, drug test results, job interview notes, and candidate evaluation records	1, 2, 6, 7, 8, 9, 10, 14
Professional or Employment-Related Information	Personnel file, new hire or onboarding records, I-9 forms, tax forms, time and attendance records, non-medical leave of absence records, workplace injury and safety records, performance evaluations, disciplinary records, training records, licensing and certification records, compensation and health benefits records, and payroll information and records	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14
Medical and Health Information	Doctor’s notes for absences or work restrictions, medical leave of absence records, requests for accommodation, interactive process	1, 3, 4, 5, 6, 7, 10, 14

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	records, and correspondence with team members and his/her medical or mental health provider(s) regarding any request for accommodation or medical leave of absence, as well as post-offer drug test results	
Education Information	Information from resumes regarding educational history, transcripts or records of degrees and vocational certifications obtained	1, 6, 7, 8, 10, 14
Visual, Audio or Video Recordings in the Workplace	Surveillance cameras or pictures/video of team members taken in the workplace or at functions	4, 6, 7, 10, 12, 14

In the preceding twelve (12) months, we have not sold any Personal Information.

3. Your Rights and Choices

California law requires that we disclose to you the privacy rights that you have regarding Personal Information. We have defined the various privacy rights below:

- **Access:** You may have the right to know the categories of Personal Information collected about you and from where, the business purpose for processing your Personal Information, and to know whether your Personal Information is disclosed / sold and to whom. You also may have the right to access the specific pieces of Personal Information we collect and to receive a copy of your information in a commonly used, machine readable format.
- **Deletion:** You may request that we delete or erase Personal Information where we no longer have a legal or business reason to keep it. If we are unable to delete your Personal Information due to a legal or business reason, we will inform you of the reason we must retain it and for how long.
- **Correct:** You may have the right to request that we correct inaccurate Personal Information we have about you.
- **Opt Out of Sale or Sharing:** You may have the right to ask us not to share or sell your Personal Information or use it for purposes of targeted advertising or profiling. We do not currently sell or share your Personal Information for purposes of targeted advertising or profiling, but you are welcome to make this request and we will confirm this practice.
- **Limit Processing of Sensitive Personal Information:** Sensitive Personal Information includes your Social Security number, driver’s license number, state ID card, passport number, precise geolocation, racial or ethnic origin, and health and genetic data. You

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may have the right to ask us to limit our use of your sensitive Personal Information to only what is required to accomplish the purposes we included in this privacy notice or that you reasonably expect from us as your employer. Our practice is to not process your sensitive Personal Information except when it is necessary to accomplish the purposes disclosed in this Notice.

- **Non-Retaliation for Exercising Privacy Rights:** You also may have the right not to receive discriminatory treatment for the exercise of any of the privacy rights conferred by applicable law.

These rights may be subject to certain limitations or exceptions under California Law and the purpose for which we process Personal Information about you.

Where applicable and technically feasible, The Company will accommodate your valid request to exercise your privacy rights and choices. You may also designate an authorized agent to make a request on your behalf.

a. How to Make a Request:

If you would like to make a request, please email us at HR@Pacifictrellisfruit.com. You will need to provide your first and last name, last four digits of your Social Security Number, date of birth, home address, the relationship you have or had with The Company, request details, and the type of request you want to make, and describe the nature of your relationship with us.

The Company may provide web pages or other mechanisms allowing you to delete, correct, or update some of the Personal Information, and potentially certain other information about you (e.g., account information). For example, you may be able to make changes to your Personal Information by updating or modifying it via the Human Resources Information System (“HRIS”). The Company will make good faith efforts to make the requested changes in The Company’s then-active databases as soon as practicable, but it is not always possible to completely change, remove or delete all of your information. Further, we reserve the right to retain data (a) as required by applicable law; and (b) for so long as reasonably necessary to fulfill the purposes for which the data is retained except to the extent prohibited by applicable law.

b. Responding to Requests:

Your request will be evaluated to determine whether the requested change meets legal regulatory requirements. If we aren’t able to honor any part of your request, we will tell you that in our response, as well as the reason(s) we cannot do so.

c. Verifying Your Identity:

In order for us to look into your request, we first need to verify your identity, meaning that we need to make sure that you are the individual about whom we may have collected Personal Information about or a person who has been duly authorized to make the request on behalf of the consumer. For example, if you make a request, we will ask you to confirm your first and last name, last four digits of your Social Security Number, date of birth, home address and or email

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address. For certain requests, we may require additional information to verify your identity, so that we can help protect your information.

d. Requests by Authorized Agents:

You may have the right to designate an authorized agent to make a request on your behalf. Authorized agents of Consumers may make a request by emailing HR@Pacifictrellisfruit.com. As permitted by California Privacy Law, any request you submit to us is subject to an identification and verification process, and confirmation of the agent’s authority, which may include attestation under penalty of perjury. Absent a power of attorney, we will also require you to verify your own identity. We may verify identity based on matching information you provided with data we have maintained on you in our systems. This data could include, but is not limited to, first and last name, last four digits of your Social Security Number, date of birth, home address, the relationship you have or had with The Company, request details, and the type of request you want to make, and describe the nature of your relationship with us.

4. How We Use Deidentified and Aggregate Data

The Company may deidentify and aggregate data for its business purposes, including but not limited to, to improve the services and benefits we provide, to maintain the security and integrity of its systems, for market comparison, and other legitimate business purposes. "Deidentified" means data that has been altered so that it no longer can reasonably be used to infer information about, or otherwise be linked to a particular individual. Where we process deidentified data, we commit to maintain and use the information in anonymous form and not attempt to reidentify the information, except where permitted by law. We may disclose deidentified or aggregate data to third parties who commit themselves to maintaining the information in deidentified form and not attempt to re-identify the data for any business purpose.

5. How Long We Keep Your Personal Information

We will only retain your Personal Information for as long as necessary to fulfill the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information, and the applicable legal requirements.

We may not be able to fully comply with a request to delete personal information if we have a legal obligation to retain for a longer period due to a statutory retention period. After the retention period has expired, we will delete your personal information.

6. Security of Personal Information

The Company has implemented and will maintain reasonable security measures, including administrative, physical and technical safeguards, designed to protect personal information from

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unauthorized access, destruction, use, modification, or disclosure. We also ensure that only those people with a need to know have access to the personal information of our employees, contractors, and their dependents.

7. Changes To This Privacy Notice

We reserve the right to change this Notice prospectively effective upon the posting of the revised Notice and your continued employment with us indicates your acknowledgement of the Notice posted at the time of use. However, should we update this Notice, we shall post a new version via the HRIS and or via email campaign and will notify you if the Personal Information processed about you will be materially different than that which was represented to you at the time it was collected. To the extent any provision of this Notice is found by a competent tribunal to be invalid or unenforceable, such provision shall be severed to the extent necessary for the remainder to be valid and enforceable.

8. Contact Us

If you have any questions about this Notice, please contact The Company by e-mail at HR@Pacifictrellisfruit.com or by sending a letter to The Company,

Attn: Human Resources
Pacific Trellis Fruit
2301 E. 7th Street
Suite C200
Los Angeles, CA. 90023

