

## **Unison Employee Privacy Policy**

*Effective Date: January 1, 2023*

Unison Software (“Unison,” “we,” “our,” or “us”) respects the privacy of our employees’ personal information. Pursuant to the California Consumer Privacy Act, as amended by the California Privacy Rights Act of 2020 (“CCPA”), we are required to provide California employees with a privacy policy that contains a comprehensive description of our online and offline practices regarding our collection, use, sharing, and retention of their personal information as well as a description of the rights they have regarding their personal information. This Privacy Policy provides the information the CCPA requires as well as other useful information regarding our collection and use of personal information.

Please review this Privacy Policy carefully. From time to time, we may change this Privacy Policy. If we do, we will post an amended version on this webpage and on our intranet policy page. You also may receive a copy by contacting us as described in the “How to Contact Us” section below.

### **1. Scope of Privacy Policy**

#### **When This Policy Applies**

This Privacy Policy is intended for current and former Unison employees. Where relevant, it also applies to job applicants, interns, agency workers, contractors, consultants, , and other individuals whose information we collect in connection with providing employment. For ease of reference, this Privacy Policy generally refers to employee data, but this does not indicate in any way that an individual is our employee.

### **2. Notice at Collection of Personal Information**

#### **Personal Information We Collect**

The CCPA defines “personal information” to mean information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular resident or household. Personal information does not include publicly available, deidentified, or aggregated information or lawfully obtained, truthful information that is a matter of public concern. For purposes of this Privacy Policy, we will refer to this information as “Personal Information.”

We currently collect and, in the 12 months prior to the Effective Date of this Privacy Policy, have collected the following categories of Personal Information from employees:

- Identifiers (name, alias, postal address, email address, Social Security number, driver’s license, passport, or other similar identifiers)
- Telephone number
- Signature
- Bank account number
- Medical information
- Insurance policy number or subscriber identification number
- Any unique identifier used by health insurer to identify a consumer
- *Internet or other electronic network activity information (information regarding an individual’s interaction with website or application)*
- Education information
- Professional or employment-related information (including employment history, requests for leave under our leave policies)
- Characteristics of protected classifications under California or federal law (race, color, sex/gender), age (40 and older), citizenship or immigration status, marital status, military or veteran status, requests for family care leave, an employee’s own serious health condition, and pregnancy disability leave)

#### **Sources of Personal Information**

We collect Personal Information directly from you and from recruiters; staffing companies; references; former employers; educational institutions; online providers (such as through LinkedIn and similar providers); other

employees; background checks; operating systems, platforms, or software; social networks;. We do not collect all categories of Personal Information from each source.

### **Purposes for Collection**

We currently collect and have collected the above categories of Personal Information for all purposes of providing employment, including to:

- Process payroll
- Request your complete applications and forms associated with your employment or prospective employment
- Consider you for potential employment
- Perform a background check
- Verify your ability to work in this country
- Identify you as a veteran
- Process security clearances
- Perform diversity and inclusion initiatives, including data analysis, development and deployment
- Request you acknowledge your agreement to certain company policies
- Administer and maintain benefits, including group health insurance
- Administer and maintain your retirement account
- Contact individuals for emergency purposes
- Track time and attendance at work
- Manage workers' compensation claims
- Manage your job-related performance
- Arrange business travel
- Investigate and handle disciplinary actions or termination
- Establish training and/or development requirements
- Detect fraud or other types of wrongdoing
- Grant and monitor your access to secure company facilities
- Engage in corporate transactions requiring review of employee records and information, such as for evaluating potential mergers and acquisitions
- Review web traffic and events, monitor for virus attacks and web content, and determine bandwidth consumption
- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance
- Prevent the spread of COVID-19
- Comply with federal and state law
- Enforce our legal rights
- Engage in other legitimate business purposes reasonably required for our day-to-day operations such as accounting, financial reporting, financial and benefits auditing and business planning

### **3. Disclosure of Personal Information**

The following table identifies the categories of Personal Information that we disclosed for a business purpose in the 12 months preceding the Effective Date of this Privacy Policy and, for each category, the categories of recipients to whom we disclosed Personal Information.

We disclosed Personal Information to the above categories of recipients for all of the business purposes identified in the above "Purposes for Collection" section.

We have not sold Personal Information in the twelve (12) months preceding the Effective Date of this Privacy Policy. We do not knowingly collect, sell, or share the Personal Information of individuals under 16 years of age.

We do not collect or process Personal Information for the purpose of inferring characteristics.

We do not use Sensitive Personal Information for purposes other than those allowed by the CCPA and its regulations.

Categories of Personal Information	Categories of Recipients
Personal identifiers (name; alias; postal address; email address; Social Security number; driver's license; passport; telephone numbers; signature; physical characteristics or description; bank account number;)	Human resource information systems; background check service providers; government or law enforcement entities; applicant and recruiter software; payroll/tax providers; expense management service providers; accountants; lawyers; benefits providers; company insurers;
Medical and insurance information (medical information; insurance policy number or subscriber identification number;)	Benefits providers, state disability or family leave providers or other government entities
Education, employment history, criminal background and related information	Applicant software, background check service
Characteristics of protected classifications under California or federal law (race; color; sex/gender (including pregnancy, childbirth, breastfeeding and/or related medical conditions); sexual orientation; gender identity/expression; age (40 and older); national origin; ancestry; disability; citizenship or immigration status; marital status; medical condition; military or veteran status; status as a victim of domestic violence, assault, or stalking; requests for family care leave, an employee's own serious health condition, and pregnancy disability leave	Applicant and recruiter software; government or law enforcement entities; human resource information systems; benefits providers; payroll/tax providers; company insurers; background check service providers; lawyers
Name, address, phone number	Sending company swag and holiday gifts. May be sent by third parties

**4. Retention of Personal Information**

We retain your Personal Information for as long as necessary to fulfill the purposes for which we collect it, such as to consider you for employment, provide paychecks and company benefits, and for the purpose of satisfying any legal, accounting, contractual, or reporting requirements that apply to us. Please contact us as described in the "How to Contact Us" section below for more information on our employee data retention schedule.

**5. Your Rights**

If you are a California employee, you have the following rights with respect to your Personal Information:

1. The right to know what Personal Information we have collected about you, including the categories of Personal Information, the categories of sources from which we collected Personal Information, the business or commercial purpose for collecting, or sharing Personal Information (if applicable), the categories of third parties to whom we disclose Personal Information (if applicable), and the specific pieces of Personal Information we collected about you
2. The right to delete Personal Information that we collected from you, subject to certain exceptions

3. The right to correct inaccurate Personal Information that we maintain about you
4. If we share Personal Information, the right to opt-out of the sharing
5. If we use or disclose sensitive Personal Information for purposes other than those allowed by the CCPA and its regulations, the right to limit our use or disclosure
6. The right not to receive discriminatory treatment by us for the exercise of privacy rights conferred by the CCPA.

## **6. How to Submit a Request to Know, Delete, and/or Correct**

You may submit a request to know, delete, and/or correct by emailing [hr@unsionglobal.com](mailto:hr@unsionglobal.com)

In addition to the CCPA rights discussed above, California law provides current and former employees with the right to request certain information relating to their employment, such as the right to access their personnel file and payroll records. Because these requests are governed by laws that contain different requirements than the CCPA, we handle such requests separately from CCPA requests.

If you would like to update your personal information, such as to notify us of a change of name or address, or if you have questions about your employment, please submit your request or question to us at [hr@unsionglobal.com](mailto:hr@unsionglobal.com)

## **7. Other Relevant Policies, Including Monitoring**

When we hire you, we may provide you with other policies and procedures that govern your use of our offices, networks, computers, and other devices. We have the right to monitor your use of our offices and electronic resources in accordance with those policies and procedures.

For more information, please read our Employee Handbook, Acceptable Use Policy, Workplace Monitoring Policy, and, to the extent applicable, our Attendance Policy. You can find copies of these policies on our HR Resources Center.

## **9. Accessibility**

We are committed to ensuring this Privacy Policy is accessible to individuals with disabilities. If you wish to access this Privacy Policy in an alternative format, please contact us as described below.

## **10. How to Contact Us**

To contact us for questions or concerns about our privacy policies or practices please email us at [hr@unsionglobal.com](mailto:hr@unsionglobal.com)