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## **APPLICANT / EMPLOYEE CCPA NOTICE**

### **California Applicants and Employees Only**

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This notice describes the categories of applicant and employee personal information (“PI”) collected by Pressed and the purposes for which PI may be used. We are providing this notice to you in accordance with the California Consumer Privacy Act of 2018 (CCPA) and the California Privacy Rights Act of 2020 (CPRA). Any terms defined in the CCPA or CPRA have the same meaning when used in this policy.

#### **Information We Collect**

Pressed collects information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular person, household, or device (“personal information” or “PI”). Personal information does not include:

- Publicly available information from government records;
- Deidentified or aggregated information; or
- Information excluded from the CCPA’s scope, like:
  - 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), clinical trial data, or other qualifying research 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.

In particular, within the last twelve (12) months we have collected or may in the future collect the following categories of personal information from applicants and employees of Pressed:



Categories of Personal Information Collected	Purposes for Which Personal Information is Used	Retention Period
<p><u>Identifiers and Contact Information/Sensitive Personal Information.</u></p> <p>This category includes names, signatures, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver's license or state identification numbers, passport numbers, bank account information, dependent and beneficiary information (names, dates of birth, Social Security numbers), and information about an employee's health insurance, emergency contact information (names, numbers, email addresses, and relationship to the employee or applicant) and other similar contact information and identifiers.</p>	<ul style="list-style-type: none"> <li>• 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, and tax records);</li> <li>• To collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding;</li> <li>• For processing payroll and employee benefit plans and for program administration, including enrollment and claims handling;</li> <li>• To maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance;</li> <li>• To manage workers' compensation claims;</li> <li>• To administer and maintain group health insurance benefits, 401K and/or retirement plans;</li> <li>• For maintaining personnel records and for record retention requirements;</li> <li>• For communicating with employees and/or employees' emergency contacts and plan beneficiaries;</li> <li>• For complying with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws;</li> <li>• For investigating complaints, grievances, and suspected violations of Pressed's employment policies; and/or</li> <li>• For use in employment litigation brought by or against Pressed and governmental investigations and inquiries related to Pressed's employment practices.</li> </ul>	<p>We keep this information during your employment or potential employment; post-employment or potential employment, we keep this information for 5 years, unless there is a need to keep the information longer to comply with any legal obligations and/or to bring or defend any legal claims or governmental investigations and inquiries.</p>



<p><u>Protected Classification Information</u></p> <p>This information includes age, race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), familial status, languages spoken, sexual orientation, veteran or military status.</p>	<ul style="list-style-type: none"> <li>• For complying with applicable state and federal equal employment opportunity laws;</li> <li>• To design, implement, and promote Pressed's diversity and inclusion programs;</li> <li>• To investigate complaints, grievances, and suspected violations of Pressed's employment policies; and/or</li> <li>• For use in employment litigation brought by or against Pressed and governmental investigations and inquiries related to Pressed's employment practices.</li> </ul>	<p>We keep this information during your employment or potential employment; post-employment or potential employment, we keep this information for 5 years, unless there is a need to keep the information longer to comply with any legal obligations and/or to bring or defend any legal claims or governmental investigations and inquiries.</p>
<p><u>Internet or Other Electronic Network Activity Information.</u></p> <p>This category includes, without limitation, all activity on Pressed's information systems, such as intranet activity, email communications, social media postings, stored documents and emails, usernames and passwords.</p>	<ul style="list-style-type: none"> <li>• To facilitate the efficient and secure use of Pressed's information systems;</li> <li>• To ensure compliance with Pressed's information systems policies and procedures;</li> <li>• For complying with applicable state and federal laws;</li> <li>• For preventing unauthorized access to, use, or disclosure/removal of Pressed's property, records, data, and information;</li> <li>• To enhance employee productivity; and/or</li> <li>• For potential use in employment litigation brought by or against Pressed and governmental investigations and inquiries related to Pressed's employment practices.</li> </ul>	<p>We keep this information during your employment or potential employment; post-employment or potential employment, we keep this information for 5 years, unless there is a need to keep the information longer to comply with any legal obligations and/or to bring or defend any legal claims or governmental investigations and inquiries.</p>
<p><u>Professional and Employment-Related Information.</u></p> <p>This category includes, without limitation:</p> <ul style="list-style-type: none"> <li>• Data submitted with employment applications, including resume, employment history, employment recommendations, etc.;</li> <li>• Background check results, drug test results, criminal history, job interview notes, and candidate evaluation records;</li> <li>• Work authorization;</li> </ul>	<ul style="list-style-type: none"> <li>• To collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding;</li> <li>• For employee benefit plan and program design and administration, including leave of absence administration;</li> <li>• For maintaining personnel records and complying with record retention requirements;</li> <li>• For communicating with employees and/or employees' emergency</li> </ul>	<p>We keep this information during your employment or potential employment; post-employment or potential employment, we keep this information for 5 years, unless there is a need to keep the information longer to comply with any legal obligations and/or to bring or defend any legal claims or governmental investigations and inquiries.</p>



<ul style="list-style-type: none"><li>• Professional licenses;</li><li>• Educational degrees;</li><li>• Fitness for duty data and reports (upon return from a medical leave of absence);</li><li>• Performance and disciplinary records;</li><li>• Salary and bonus data;</li><li>• Benefit plan enrollment, participation, and claims information;</li><li>• Leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members;</li><li>• Personnel file, new hire or onboarding records, I-9, forms, tax forms, time and attendance records, nonmedical 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; and</li><li>• Doctor's notes for absences or work restrictions, medical leave of absence records, requests for accommodation, interactive process records, and correspondence with employee and his/her medical or mental health provider(s) regarding any request for accommodation or medical leave of absence, as well as post-hire drug test results.</li></ul>	<p>contacts and plan beneficiaries;</p> <ul style="list-style-type: none"><li>• For complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws;</li><li>• For business management;</li><li>• For recruiting;</li><li>• To maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance;</li><li>• To manage workers' compensation claims;</li><li>• To administer and maintain group health insurance benefits, 401K and/or retirement plans;</li><li>• For investigating complaints, grievances, and suspected violations of Pressed's employment policies; and/or</li><li>• For use in employment litigation brought by or against Pressed and governmental investigations and inquiries related to Pressed's employment practices.</li></ul>	
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<p><u>Education Information.</u></p> <p>This category includes education history.</p>	<ul style="list-style-type: none"> <li>Evaluate an individual's appropriateness for hire for a position at Pressed, or promotion to a new position.</li> </ul>	<p>We keep this information during your employment or potential employment; post-employment or potential employment, we keep this information for 5 years, unless there is a need to keep the information longer to comply with any legal obligations and/or to bring or defend any legal claims or governmental investigations and inquiries.</p>
<p><u>Visual, Audio, or Video Recordings in the Workplace.</u></p> <p>This information includes surveillance cameras or pictures of employees taken in the workplace or at a Company function or event.</p>	<ul style="list-style-type: none"> <li>To conduct workplace investigations, such as investigations of workplace accidents or injuries, harassment, or other misconduct.</li> </ul>	<p>We keep this information during your employment or potential employment; post-employment or potential employment, we keep this information for 5 years, unless there is a need to keep the information longer to comply with any legal obligations and/or to bring or defend any legal claims or governmental investigations and inquiries.</p>
<p><u>Inferences Drawn From the PI in the Categories Above.</u></p>	<ul style="list-style-type: none"> <li>Engaging in human capital analytics, including but not limited to identifying certain correlations about individuals and success on their jobs, analyzing data to improve retention, and analyzing employee preferences to inform HR Policies, Programs and Procedures.</li> </ul>	<p>We keep this information during your employment or potential employment; post-employment or potential employment, we keep this information for 5 years, unless there is a need to keep the information longer to comply with any legal obligations and/or to bring or defend any legal claims or governmental investigations and inquiries.</p>



Pressed does not sell your information. However, to carry out the purposes outlined above, Pressed may share information with third parties, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies. Pressed may add to the categories of PI it collects and the purposes for which it uses PI. In that case, Pressed will inform you.

### **Your Rights and Choices**

The CCPA and/or CPRA provides California resident employees and applicants with specific rights regarding their personal information. This section describes your rights and explains how to exercise those rights.

#### ***Right to Know and Data Portability***

You have the right to request that we disclose certain information to you about our collection and use of your personal information over the past 12 months (the “right to know”). Once we receive your request and confirm your identity (see [Exercising Your Rights to Know, Delete, or Correct](#)), we will disclose to you:

- The categories of personal information we collected about you;
- The categories of sources for the personal information we collected about you;
- Our business purpose for collecting or sharing that personal information;
- The categories of third parties with whom we share that personal information;
- If we disclosed your personal information for a business purpose, a disclosure explaining the business purpose for the disclosure, identifying the personal information categories that each category of recipient obtained; and
- The specific pieces of personal information we collected about you (also called a data portability request).

#### ***Right to Delete***

You have the right to request that we delete any of your personal information that we collected from you and retained, subject to certain exceptions (the “right to delete”). Once we receive your request and confirm your identity (see [Exercising Your Rights to Know, Delete, or Correct](#)), we will review your request to see if an exception allowing us to retain the information applies. We may deny your deletion request if retaining the information is necessary for us or our service provider(s) to:

1. Accomplish the purposes identified in the chart above for the collection of your information;
2. Retention of the information is reasonably necessary for the business or necessary to comply with a legal obligation;
3. Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for such activities;



4. Exercise free speech, ensure the right of another person to exercise their free speech rights, or exercise another right provided for by law;
5. Comply with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 *et. seq.*);
6. Comply with a legal obligation; and/or
7. Make other internal and lawful uses of that information that are compatible with the context in which you provided it.

We will delete or deidentify personal information not subject to one of these exceptions from our records and will direct our service providers to take similar action.

### ***Right to Correct***

You have a right to correct data that we hold about you that is inaccurate.

### ***Right to Limit Use of Sensitive Personal Information***

You have the right to limit our use of your sensitive personal information to that use which is necessary to perform the purposes identified the chart above or for any other legitimate business or legal reason. “Sensitive personal information” is defined above. Any of the above information that is already publicly available is not considered to be sensitive personal information.

### ***Exercising Your Rights to Know, Delete or Correct***

To exercise your rights to know, correct or delete described above, please submit a request by either:

- Calling us at (213) 283-0737
- Emailing Human Resources at [hr@pressed.com](mailto:hr@pressed.com)

Only you, or someone legally authorized to act on your behalf, may make a request to know or delete related to your personal information.

You may also make a request to know, correct, or delete on behalf of your child by using the methods mentioned above.

You may only submit a request to know twice within a 12-month period. Your request to know, correct, or delete must:

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

We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you.

We will only use personal information provided in the request to verify the requestor’s identity or authority to make it.



### ***Response Timing and Format***

We will confirm receipt of your request within ten (10) business days. If you do not receive confirmation within the 10-day timeframe, please contact [hr@pressed.com](mailto:hr@pressed.com).

We endeavor to substantively respond to a verifiable employee request within forty-five (45) days of its receipt. If we require more time (up to another 45 days), we will inform you of the reason and extension period in writing.

Any disclosures we provide will only cover the 12-month period preceding our receipt of your request. The response we provide will also explain the reasons we cannot comply with a request, if applicable. For data portability requests, we will select a format to provide your personal information that is readily useable.

### **Non-Discrimination**

We will not discriminate against you for exercising any of your CCPA or CPRA rights.

If you have questions about Pressed's privacy policies and procedures or rights you may have concerning your personal information, you may contact Human Resources at [hr@pressed.com](mailto:hr@pressed.com). Pressed reserves the right to modify the provisions of this notice in compliance with applicable laws.