

## **Notice at Collection to Employees and Job Applicants**

TRI HoldCo family of companies collects certain types of personal information from you, the employee/job applicant, as an inherent part of the employment relationship and/or hiring process. Pursuant to the California Consumer Privacy Act (“CCPA”), TRI HoldCo family of companies hereby provides you notice of the categories of information it has collected about its employees/job applicants by nature of the employment relationship and/or hiring process and the purposes for which it collects such information. This information is used for internal purposes only. TRI HoldCo family of companies does not sell your personal information.

Business purposes for collecting personal and sensitive employment-related information:

1. Recruiting and retaining employees.
2. Collecting and processing employment applications, including confirming eligibility for employment, background and related checks, and onboarding.
3. Employee benefit plan and program administration.
4. Leave of absence administration.
5. Compensation administration and compliance, including payroll, bonuses, reimbursements, invoices, etc.
6. Maintaining personnel records and complying with record retention requirements.
7. Communicating with employees and/or employees' emergency contacts and plan beneficiaries.
8. Facilitating and administering the use of the company's property and resources, including the company's information systems, electronic devices, and network data, and preventing unauthorized access to such.
9. Workplace health and safety compliance.
10. Ensuring employee productivity and adherence to policies and agreements.
11. Investigating complaints, grievances, and suspected violations of policy.
12. Complying with applicable state and federal laws, including labor law, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws.
13. Exercising and defending legal claims.

The following are the categories of personal information that TRI HoldCo family of companies may collect about its employees/job applicants. TRI HoldCo family of companies collects this information to facilitate the hiring and employment process, including verifying your identity, supporting human resources procedures, and ensuring internal security. Not every category will apply to every employee/job applicant.

<b>Category of Personal Information Collected</b>	<b>Data Elements</b>
<p><b>Personal Identifiers</b>            Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> <li>• Third-party background check company</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Legal name or alias</li> <li>• Contact information</li> <li>• Mailing and residence address</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Social Security number</li> <li>• Driver's license or state identification number</li> <li>• Passport</li> <li>• Work Visa</li> <li>• Marital status</li> <li>• Ethnicity</li> <li>• Gender</li> <li>• Date of birth</li> <li>• Veteran status</li> <li>• Citizenship</li> </ul>
<p><b>Financial Information</b>            Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Bank account numbers</li> <li>• Retirement accounts</li> </ul>
<p><b>Applicant Information</b>            Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> <li>• Third-party licensing and credentialing organizations</li> <li>• Third-party recruitment platforms</li> <li>• Third-party pre-employment testing organization</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Professional licenses and certifications</li> <li>• Work authorization</li> <li>• References</li> <li>• Resume'</li> <li>• Availability date</li> <li>• Desired salary</li> <li>• Referral</li> <li>• Previous work history</li> <li>• Ability to perform essential functions</li> <li>• Pre-employment testing drawing inferences to characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitude</li> <li>• Job interview notes</li> </ul>

<p><b>Biometric Information</b> Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Facial recognition</li> <li>• Body temperature</li> </ul>
<p><b>Education Information</b> Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> <li>• Third-party educational institutions</li> <li>• Third-party licensing and credentialing organizations</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Transcripts</li> <li>• Professional certifications</li> <li>• Licenses</li> <li>• Education costs</li> </ul>
<p><b>Employment Related Information</b> Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> <li>• Third-party background check company</li> <li>• Claims administrators or investigators</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Background checks</li> <li>• I-9 records</li> <li>• Leave of absence records</li> <li>• Performance evaluations</li> <li>• Workplace injury and safety records</li> <li>• Disciplinary records</li> <li>• Training records</li> <li>• Languages</li> <li>• Power of Attorney</li> <li>• Vehicle Registration</li> <li>• Proof of Auto Insurance</li> <li>• Company Agreements</li> <li>• Signatures</li> </ul>
<p><b>Medical Information</b> Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> <li>• Your medical provider</li> <li>• Workers Comp Insurance Provider</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Doctors' notes and certifications</li> <li>• Requests for accommodation</li> <li>• Interactive process records</li> <li>• Enrolled plans</li> <li>• Dependent information</li> <li>• Beneficiaries' information</li> <li>• Benefit costs</li> <li>• Disability information</li> <li>• Medical leave information</li> <li>• Workers' compensation claims</li> <li>• Emergency contact information</li> <li>• Screening Questionnaires</li> <li>• Covid Testing Results/Covid Close Contacts</li> </ul>

<p><b>Facility Access Records</b> Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Location access</li> <li>• Means of access such as keys or fobs</li> <li>• Surveillance cameras or pictures in the workplace or company function</li> </ul>
<p><b>Internet and Network Activity</b> Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> <li>• Your Internet Service Provider</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Browsing history</li> <li>• Search history</li> <li>• Usage history</li> <li>• Email and chat history</li> <li>• Geolocation from company-issued technology and software</li> <li>• IP address</li> <li>• Visual, audio, or video recordings</li> <li>• Passwords and credentials</li> </ul>
<p><b>Compensation Data</b> Collected from:</p> <ul style="list-style-type: none"> <li>• You</li> <li>• Your supervisor/manager</li> <li>• Third-party payroll administration company</li> </ul>	<p>Data collected includes:</p> <ul style="list-style-type: none"> <li>• Pay stubs</li> <li>• Time off requests</li> <li>• Time off balance</li> <li>• Pay history</li> <li>• Tax forms</li> <li>• Time and attendance records</li> </ul>

**Changes to Notice of Collection**

TRI HoldCo family of companies reserves the right to amend this Notice of Collection at any time. When TRI HoldCo family of companies makes any changes to this Notice of Collection, it will notify you by email, through a visible notice on its Careers page, or on its company intranet.

For inquiries and/or to submit requests for information, deletion, or correction, please contact the Human Resources department at [HR@taxaudit.com](mailto:HR@taxaudit.com)