

EMPLOYEE PRIVACY NOTICE

Last Updated: March 18, 2022

This Employee Privacy Notice applies to any employees, contractors, job applicants, and prospective employees of BPM and its affiliated entities (“**BPM**”) who are a California resident and about whom we have collected personal information in the course of your employment or application for employment with BPM. Hence, this Notice pertains to your information if you have communicated with us regarding potential employment, applied for employment with us, or are currently employed by us.

For the purposes of this Notice, except where a different definition is noted, “**personal information**” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California consumer/resident or household. Personal information does not include publicly available information, information that has been de-identified or aggregated, or other information covered by certain sector-specific privacy laws.

For more information about BPM’s general privacy practices, please view our disclosures in our general purpose **Privacy Policy** at bpmcpa.com/Privacy. If you have any questions about the information disclosed in this Privacy Notice, you may contact us at bpm@bpmcpa.com.

A. Personal Information We Collect

We may collect the following categories of personal information about you:

- Identifiers, such as your first and last name; home, mailing or billing addresses; email address; telephone numbers; employee identification number; Social Security number; driver’s license number, passport number, or other government-issued identification number; visa application details; and emergency contact details;
- Professional or employment-related information, such as your employment and education history; position applied for; information relating to your compensation, benefits, and desired compensation; information from background checks or references; information relating to your performance evaluations; work-related travel booking details and travel history; and other information that may be provided on your resume;
- Commercial information, such as credit applications and reports; bank account and routing numbers; and other information required to administer payroll and reimburse business expenses;
- Information relating to Internet or other similar network activity, such as email logs; and information relating to your web browsing sessions including

navigation to and from websites and information regarding your device, operating system, and/or browser;

- Sensory data, such as audio recordings of employee training sessions; video surveillance information; and facilities physical access records;
- Protected classification characteristics under California or federal law, such as your age and/or date of birth; gender or gender identity; nationality and national origin; race or ethnicity; marital status; criminal history; and
- Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)), such as your health insurance information and workers' compensation claim information; signature; and physical characteristics or description.

B. What We Do With Your Personal Information

We may collect or use your personal information for the following purposes relating to employment or potential employment with us:

- Applying for employment or an internship, including for screenings, processing employment applications, interviews, and performing background checks
- Communications with employees and applicants
- Administering payroll, employee benefits, and health insurance
- Employee training and education
- Supporting our client service capabilities
- Workforce management and planning (for example, performance reviews, evaluations, and internal investigations)
- Managing vendors, contractors, and business partners
- IT and systems operations, maintenance, and security
- Risk management and audits
- Legal compliance
- Protecting the rights, safety, privacy, and property of us, you, and others
- Fulfilling tax and other government filing requirements

C. How to Contact Us

If you have any questions about this Employee Privacy Notice, please contact us by emailing bpm@bpmcpa.com or sending a letter to:

BPM
600 California Street
Suite 600
San Francisco CA 94108