

LAST UPDATED: December 19, 2019

**La Terra Fina
CALIFORNIA CONSUMER PRIVACY ACT NOTICE**

This Privacy Notice explains what types of Personal Information may be collected by La Terra Fina (“LTF,” “we,” “us” or “our”) about our prospective, current, and former employees, temporary employees, agents, subcontractors, consultants, and vendors who are California residents and how that information may be used and disclosed. This Privacy Notice also applies to California residents who are designated by our prospective, current, and former employees as emergency contacts or benefits recipients. As used in this Privacy Notice, “Personal Information” means, in general, information that identifies, relates to, or describes a particular California resident and includes the categories listed below.

We may not collect all of the information listed below from you. What we collect depends on your interactions with us.

1. Categories of Personal Information Collected: We collected the following categories of Personal Information during the last 12 months:

- A. Identifiers, such as name, government-issued identifier (e.g., Social Security number), and unique identifiers (e.g., employee ID);
- B. Personal information, as defined in the California Records Law, such as contact and financial information, name, signature, SSN, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, or any other financial information, medical information, or health insurance information;
- C. Characteristics of protected classifications under California or federal law, such as age, marital status, gender, sex, race, color, medical conditions, disability, citizenship, primary language, immigration status, military/veteran status, domestic violence victim status, and request for leave;
- D. Commercial information, such as transaction information and purchase history (e.g., in connection with travel or other reimbursements);
- E. Biometric information, such as fingerprints (e.g., in connection with timekeeping systems that use such measures);
- F. Internet or network activity information, such as browsing history and interactions with our online systems and websites;
- G. Geolocation data, such as device location;
- H. Audio, electronic, visual, and similar information, such as call and video recordings;
- I. Professional or employment-related information, such as work history and prior employer.

Depending on a particular California resident’s interactions with us, we may not have collected each of these categories of Personal Information about that person.

2. Sources of Personal Information. We collect Personal Information directly from California residents themselves, as well as from prior employers, references, recruiters, job-related social media platforms, and third-party sources of demographic information. Depending on the particular California resident’s interactions with us, we may not have collected Personal Information from each of these categories of sources.

3. Uses of Personal Information. We may use Personal Information:

- To operate, manage, and maintain our business;
- For our employment purposes;
- To otherwise accomplish our business purposes and objectives, including, for example:
 - Conducting research, analytics, and data analysis;
 - Maintaining our facilities and infrastructure;
 - Quality and safety assurance measures;
 - Conducting risk and security controls and monitoring;
 - Detecting and preventing fraud;
 - Performing identity verification;
 - Performing accounting, audit, and other internal functions, such as internal investigations;
 - Complying with the law, legal process, and internal policies;
 - Maintaining records;
 - Claims processing; and
 - Exercising and defending legal claims.

Depending on the particular California resident's interactions with us, we may not have used Personal Information about that person for each of these purposes.

4. Disclosures of Personal Information. We disclosed the following categories of Personal Information to third parties, such as our service providers and affiliates, banks (for payment), insurers, benefits providers, and/or third party claim administrators, for our operational business purposes:

- A. Identifiers, such as name, government-issued identifier (e.g., Social Security number), and unique identifiers (e.g., employee ID);
- B. Personal information, as defined in the California Records Law, such as contact and financial information, name, signature, SSN, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, or any other financial information, medical information, or health insurance information;
- C. Characteristics of protected classifications under California or federal law, such as age, marital status, gender, sex, race, color, medical conditions, disability, citizenship, primary language, immigration status, military/veteran status, domestic violence victim status, and request for leave;
- D. Commercial information, such as transaction information and purchase history (e.g., in connection with travel or other reimbursements);
- E. Biometric information, such as fingerprints (e.g., in connection with timekeeping systems that use such measures);
- F. Internet or network activity information, such as browsing history and interactions with our online systems and websites; and
- G. Audio, electronic, visual, and similar information, such as call and video recordings;
- H. Professional or employment-related information, such as work history and prior employer.

Depending on the particular California resident's interactions with us, we may not have disclosed each of these categories of Personal Information about that person for these purposes.

5. Sales of Personal Information. We do not sell your Personal Information.