LAST UPDATED: January 1, 2023

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, how that information may be used and disclosed, and your rights with respect to such Personal Information. This Privacy Notice also applies to California residents who are designated by our 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.

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

    A. Identifiers, such as name, address, email address, and unique identifiers (e.g., employee ID);

    B. Personal information, as defined in the California Records Law, such as signature, telephone number, insurance policy number, 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, disability, citizenship, primary language, immigration status, military/veteran status, disability, request for leave, and medical conditions;

    D. Commercial information, such as transaction information and purchase history (e.g., in connection with travel or other reimbursements);

    E. Internet or network activity information, such as browsing history and interactions with our online systems (including LTF-provided mobile devices) and websites;

    F. Geolocation data, such as device location;

    G. Audio, electronic, visual, and similar information, such as call, plant, truck, and video recordings and photographs used for employee IDs;

    H. Professional or employment-related information, such as work history and prior employer;

    I. Non-public education information;

    J. Inferences drawn from any of the Personal Information listed above to create a profile or summary about, for example, an individual's preferences and characteristics;

    K. Sensitive Personal Information, including:

        1. Social Security, driver's license, state identification card, or passport number;

        2. Account log−in information in combination with a required security or access code, password, or credentials allowing access to such account;

3. Precise geolocation information (e.g., when using an LTF-owned mobile device or vehicle);
4. Racial or ethnic origin, or union membership;
5. The contents of California residents' mail, email and text messages, to the extent such mail, email, and text messages are sent or received within the context of such residents' employment or using an LTF-provided email address or phone number; and
6. Personal information collected and analyzed concerning California residents' health.

Depending on a particular California resident's interaction 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, third-party sources of demographic information, third-party background screening providers, and third-party claim administrators and investigators. 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:

A. To operate, manage, and maintain our business;

B. For our employment purposes;

C. To otherwise accomplish our business purposes and objectives, including, for example:

1. Conducting research, analytics, and data analysis;
2. Maintaining our facilities and infrastructure;
3. Quality and safety assurance measures;
4. Conducting risk and security controls and monitoring;
5. Detecting and preventing fraud;
6. Performing identity verification;
7. Performing accounting, audit, and other internal functions, such as internal investigations;
8. Complying with the law, legal process, and internal policies;
9. Maintaining records;
10. Claims processing; and
11. 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 categories of Personal Information listed in Section 1 to third parties, such as our service providers and affiliates, banks (for payment), insurers, benefits providers, third party claim administrators, and/or unions, in each case for our operational business purposes listed in Section 3. 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 and Sharing of Personal Information.** We do not sell your Personal Information, and we do not share your Personal Information for purposes of cross-context behavioral advertising.

6. **Use or Disclosure of Sensitive Personal Information.** We do not use or disclose your Sensitive Personal Information for purposes other than those set out in Cal. Code Regs. tit. 11, § 7027(m).

7. **Retention.** We will retain your Personal Information for the length of time needed to fulfill the purposes outlined in this Privacy Notice unless a longer retention period is required or permitted by law.

8. **Your Privacy Rights.** You have the right to request that we:

   A. Disclose to you the following information:

      - The categories of Personal Information we collected about you and the categories of sources from which we collected such Personal Information;
      - The specific pieces of Personal Information we collected about you, subject to certain exceptions;
      - The business or commercial purpose for collecting Personal Information about you; and
      - The categories of third parties to whom we disclosed Personal Information;

   B. Delete Personal Information we collected from you, subject to certain exceptions; and

   C. Correct inaccurate Personal Information that we maintain about you, subject to certain exceptions.

   You have the right to be free from unlawful discrimination for exercising your rights under the CCPA.

   To make a request for the disclosures described above, or the deletion or correction of your Personal Information described above, please contact Human Resources or email us at HRPrivacy@laterrafina.com using the subject line "CCPA Consumer Request". To ensure we can verify your identity and help us respond to your request please include in your email or web form submission your full name, email and home addresses, and your relationship to LTF (e.g., prospective, current, or former employee, temporary employee, agent, subcontractor, consultant, or vendor), and clearly state the request(s) you'd like to make.

In order to help ensure that your Personal Information is not disclosed to any person who does not have the right to receive it, and to help ensure your Personal Information is not mistakenly deleted or changed, we will attempt to verify that you are the subject of the Personal Information you are requesting to access, delete, or correct. We will compare the information you provide to any information we may have in our possession in order to verify your identity. We may also contact you at the email address you've provided to request additional information in relation to your request. We will use the information collected through the request process only for verification purposes and responding to your request.

We will confirm receipt of your request within ten (10) business days. If you do not receive confirmation within the 10-day timeframe, please email us at HRPrivacy@laterrafina.com.

We endeavor to substantively respond to a verifiable request within 45 days of its receipt. If we require more time (up to another 45 days), we will contact you at the email address you provide.

You may also choose to authorize an agent to make the above requests or exercise your rights. If you use an agent, we will take measures to verify your agent's authorization to act on your behalf and we may require more information to ensure proper verification of both you and your agent's identity and authorization.

Please note that we may not be able to respond to your request if we cannot verify your identity, or your agent's identity and authority to make the request, and confirm the Personal Information relates to you.

9. **Contact Information**. If you have any questions or concerns about our Privacy Notice, you can contact us at:

La Terra Fina | 1300 Atlantic Street | Union City, CA 94587 USA
Attention: Human Resources
1-510-404-5888
HRPrivacy@laterrafina.com