

## **CALIFORNIA RESIDENTS ONLY**

This notice describes how M Chemical Company, Inc. collect and process your personal data when you apply for a job with us, are a current employee or a contractor.

### **WHAT IS PERSONAL DATA?**

“Personal data” identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to you. But for simplicity, personal data is information that identifies or could be used to identify you.

Personal data does not include aggregated, de-identified, or anonymized information because information kept in that form is generally understood as not capable of being associated with or reasonably linked to you.

### **WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?**

We may collect or obtain the following types of personal data about you:

- **Contact Details** such as your name, address, email, telephone number, and other contact information and preferences.
- **Personal Identifiers** such as your date of birth, driver’s license or state identification card number, social security number, and other related information.
- **Job Qualifications** such as educational information, relevant trainings and certifications, credit and background checks, alcohol or drug testing information (if permissible under law), references, personal statements, skills, hobbies, personality traits, motivations, languages, and other details you choose to disclose in your application materials, resume, or curriculum vitae (CV).
- **Employment Details** such as your employment history, position, work experience, work permit or visa information, references, salary, and other compensation requests.
- **Characteristics of Protected Classifications under Federal or California Law** including race, ethnicity, religion, sex, medical conditions, age, military or veteran status, marital status, and may include other “protected classes” of personal information if required for payroll or legally required business purpose(s).
- **Images and Likeness** such as photographs.
- **Compensation Details** such as present and past compensation, tax-related information, and other compensation related benefits.

## HOW DO WE USE YOUR PERSONAL DATA?

We may use your personnel data for the following purposes:

- **For Managing Candidates.** Making a decision about your recruitment or appointment; assess your skills, qualifications, and suitability for the work or role for which you are applying; confirming you are legally entitled to work in the United States; verifying your information through reference checks and background checks (where permitted); communicating with you about your application status; and making determinations about financial packages.
- **For Managing Our Recruitment Process.** On-boarding; preparing reports; performing analysis on the recruitment, application, and evaluation process.
- **For Compliance.** Complying with any legal requirements or obligations; complying with requests from government or public authorities; responding to legal process; pursuing legal rights and remedies; complying with internal policies and procedures.

We will not collect additional categories of personal data or use the personal data we collected for materially different, unrelated, or incompatible purposes without providing you notice.

If you receive and accept an offer of employment from us, the personal information collected during the recruitment, application, and evaluation process may be transferred to your personnel record and used for HR administration and management.

## HOW DO WE SHARE YOUR PERSONAL DATA?

We may share your personal data by disclosing it to a service provider that processes personal data on our behalf to help us complete the above listed purposes (two examples, are a health insurance company and a payroll processing company). We require all our service providers, by written contract, to keep your personal data confidential and to implement appropriate security measures to protect your personal data. We do not permit our service providers who process personal data on our behalf to use your personal data for their own purposes. We only permit them to use your personal data for specified purposes in accordance with our instructions.

**We do not sell your personal data. And we do not share your personal data for marketing purposes, including targeted advertisements.**

## **RETAINING YOUR PERSONAL DATA?**

Except as otherwise permitted, required by applicable law or regulation, to satisfy any legal or regulatory obligations, or to resolve disputes, we will retain your personal data (including the categories of personal data discussed in the sections above) for as long as necessary to fulfill the purposes for which we collected it.

In other words, we retain your personal data in accordance with our company record retention schedule. The record retention schedule accounts for the above factors. In determining an appropriate retention period for personal data, we also consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, and the purposes for which we process your personal data.

## **CALIFORNIA APPLICANT PRIVACY NOTICE**

**Effective Date:** January 1, 2023

A resident of California, has choices and rights when it comes to managing your personal data. This section describes your California rights and explains how to exercise those rights.

### ***Right to Know***

You have the right to request that we disclose to you the following information about our collection and use of your personal data:

- categories of personal data collected;
- categories of sources of personal data collected;
- the business or commercial purpose for collecting or selling personal data;
- the categories of third parties with whom we share personal data; and
- the specific pieces of personal data we have collected about you beginning January 1, 2022.

### **To submit a Request to Know**

You may also make a request by phone by calling us at (323) 254-3600 and ask for Human Resources.

For more information, see Exercising your Rights to Know or Delete below.

### ***Right to Request Deletion of Personal Data***

You have the right to request the deletion of your personal data collected or maintained by us ("Request to Delete"), subject to certain exceptions. In many cases, we may not be able to delete your personal data because we are legally required to retain applicant-related data for various purposes, but if that is the case, we will let you know why (e.g., we need to keep it to comply with the law, to process your application, and so on). We will delete or deidentify personal data not subject to an exception from our records and will direct our service providers to take similar action.

To submit a Request to Delete email: [elliott.levin@mchemical.com](mailto:elliott.levin@mchemical.com).

You will receive a verification email after you submit this form. It is necessary for you to respond to the email within 45 days to continue processing your request. Requests not verified within 45 days will not be processed and will be closed for lack of verification.

You may also make a request by phone by calling us at (323) 254-3600 and ask for Human Resources.

For more information, see Exercising your Rights to Know or Delete below.

### ***Right to Correct Inaccurate Personal Data***

You have the right to request that we correct inaccurate personal data that we maintain about you (“Request to Correct”).

To submit a Request to Correct, email: [elliott.levin@mchemical.com](mailto:elliott.levin@mchemical.com)

You may also make a request by phone by calling us at (323) 254-3600 and ask for Human Resources.

### ***Additional California Rights***

You have a few other rights under California law, including the right to opt out of the “sale” or “sharing” of your personal data to third parties and the right to limit the use of your sensitive personal data (information like your SSN, driver’s license number, etc.).

**However, these rights are not applicable because we do not “sell” or “share” your personal data and we do not process information that is subject to this limitation.** We only use your sensitive personal data for job applicant and employment purposes (as described above)—we do not use your sensitive personal data for other purposes outside of the employment process.

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

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

- Email to: [elliott.levin@mchemical.com](mailto:elliott.levin@mchemical.com)  
**or**
- Calling us at (323) 254-3600  
Ask for Human Resources

Once we receive your Request to Know or Request to Delete, we are required to verify that you are the person that is the subject of the request (the “Verification Process”). The Verification Process consists of matching identifying information provided by you with the information we have about you in our records. Upon making a request, you will be asked to

provide your name, email address, phone number, date of birth, and request details. A confirmation email will be sent to the email address you provide to begin the process to verify your identity.

If we cannot verify your identity, we will not be able to respond to your request.

We will only use personal data provided in the request to verify your identity.

We will attempt to respond substantively within 45 days. If we need additional time, we will let you know.

We will retain correspondence, documents, and information related to any Request to Know, Request to Delete, or Request to Correct for 24 months as required by law.

## **SENSITIVE PERSONAL DATA**

Some of the personal data described above is considered sensitive personal data under California law. Specifically, we may collect the following sensitive personal data when you voluntarily provide it during the application process for the following business purposes:

### **Sensitive Personal Data**

- Social Security number, driver's license, state ID card, or passport number
- Health information

### **Business Purposes**

- To process your job application
- To ensure meaningful equal opportunity initiatives, monitoring, and reporting
- To comply with applicable laws
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## **CHANGES TO THIS APPLICANT PRIVACY NOTICE**

We may modify the terms of this Applicant Privacy Notice at any time by posting revisions to our website. You will know when changes have been made by looking at the Last Updated date. Modifications to the Applicant Privacy Notice shall become effective on the date they are posted.

## **QUESTIONS?**

If you have questions or comments about this Applicant Privacy Notice or other privacy-related matters, you may contact us as follows:

### **Mailing**

Attention: Human Resources  
M Chemical Company, Inc.

825 Colorado Blvd., Suite 214  
Los Angeles, CA 90041

or

**Email Address**

elliott.levin@mchemical.com