

CALIFORNIA CONSUMER PRIVACY ACT EMPLOYEE NOTICE OF COLLECTION

Pursuant to the California Consumer Privacy Act (“CCPA”), Industrial Commercial Systems, Inc. (“ICS”) is required to inform California residents who are job applicants, employees, or contractors about the categories of Personal Information (“PI”) we collect or have collected in the past 12 months and the purposes for which we use this information. ICS is committed to protecting the privacy and security of PI of all individuals including job applicants. ICS collects PI of job applicants in connection with its recruitment and hiring activities and does not otherwise sell or disclose this PI for monetary consideration to any third parties.

This Employee Notice of Collection (“Notice”) explains what types of PI we may collect about our employees, job applicants, or contractors in the ordinary course of business and how that PI may be used. In this Notice, the terms “we,” “us,” and “our” refer to ICS. This Notice contains disclosures required by the CCPA and pertains only to the PI that we may have collected within the preceding 12 months or may collect about a California resident in the course of such person acting as a job applicant to, an employee of, director of, officer of, or contractor of ICS (to the extent that such person’s PI is or was collected and used by ICS solely within the context of the person’s role or former role as a job applicant to, an employee of, director of, officer of, or a contractor of ICS).

CATEGORIES OF PI WE COLLECT

We may collect the following categories of personal information about our job applicants, employees, and or contractors who are California residents:

- Identifiers, such as name, contact information, online identifies and Social Security numbers and other government-issued ID numbers;
- PI, as defined in the California customer records law, such as name, contact information, education, employment, employment history financial information;
- Job preference and work availability;
- Professional or employment-related information, such as work history, information relating to references, CV, details of qualifications, skills and experiences, human resources data and data necessary for benefits and related administration services; and
- Internet or network activity information.

WHY WE COLLECT YOUR PI

We may use this PI to operate, manage, and maintain our business; for our employment and vendor management purposes; and to accomplish business objectives listed within the CCPA, including, for example, using PI to:

- Develop, improve, repair, and maintain our products and services;
- Undertake quality and safety assurance measures;
- Conduct risk and security control and monitoring;
- Detect and prevent fraud;
- Perform identity verification;
- Perform accounting, audit, and other internal functions;
- Comply with law, legal process, and internal policies; and
- Exercise and defend legal claims.

CHANGES TO NOTICE

This Notice is reviewed and updated annually to ensure it accurately captures our practices and procedures. ICS may add to the categories of PI it collects and the purposes for which it uses that PI. In that case, ICS will inform you. If you have questions about ICS’s privacy policies and procedures or rights you have concerning your PI, you may call 760-599-0500 x 1000 or email us at HR@ics.net.

EFFECTIVE: January 2020