

## **D'Arrigo Bros. Co., of California**

### **Privacy Notice for California Job Applicants, Employees, and Independent Contractors**

**Please review the terms of the privacy notice set forth below carefully. This privacy notice was updated January 1, 2025.**

#### **1. Our Commitment to Your Privacy**

D'Arrigo Bros. Co., of California ("D'Arrigo" or "Andy Boy") developed this Privacy Notice to inform you of our policies and procedures regarding the collection, use of, and disclosure of personal information we receive from job applicants, employees, and independent contractors. At D'Arrigo your privacy and the protection of your personal information is our priority. D'Arrigo complies with the California Consumer Privacy Act of 2018 ("CCPA") and the California Privacy Rights Act ("CPRA"), which create consumer rights, including rights for employees who are California residents relating to the access to, deletion of, and sharing of personal information that is collected by businesses.

#### **2. California Consumer Privacy Act/California Privacy Rights Act**

The California Consumer Privacy Act of 2018 ("CCPA") and the California Privacy Rights Act ("CPRA") set forth specific obligations for businesses processing personal information of California residents, including job applicants, employees, and independent contractors. Pursuant to the CCPA and the CPRA, D'Arrigo is required to provide its job applicants, employees, and independent contractors who are California residents ("California Residents") a notice that identifies the categories of personal information that may be collected, and why D'Arrigo collects that information.

This California Employee Privacy Notice ("Notice") is intended to notify you of our privacy practices as required by the CCPA and the CPRA.

This Notice applies only to individuals residing in the State of California who are considered consumers – namely, job applicants, employees, and independent contractors of D'Arrigo – from whom we collect "Personal Information" as set forth in this Notice.

#### **3. What Personal Information Does D'Arrigo Collect about California Employees/Job Applicants/Independent Contractors?**

When you visit the D'Arrigo website, whether as a browsing user or otherwise, our servers automatically record information that your browser sends whenever you visit a website ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, or the webpage you were visiting before you came to our website, pages of our website that you visited, the time spent on those pages, information you searched for on our website, access times and dates, and other statistics. We use this information strictly to monitor and analyze use of the website, for the website's technical administration, to increase

our website's functionality and user friendliness, and to better tailor the website to our visitors' needs.

In addition to the above, listed below are the categories of personal information that D'Arrigo has or may have collected and processed about employees, job applicants, and independent contractors in the twelve (12) months preceding January 1, 2025. We may collect personal information from you in a variety of ways including, but not limited to, on our website, your mobile device, through email, in physical locations, in person, through the mail, and over the telephone.

Identifiers:

- Name
- Nickname or Alias
- Signature
- Postal address
- IP address.
- Browser type.
- Unique personal identifiers
- Physical characteristics or description
- Email address
- Telephone number
- Names of children
- Name of spouse or domestic partner
- Other information that identifies, relates to, describes, or is capable of being associated with, a particular individual.

A "unique personal identifier" is a persistent identifier that can be used to recognize an employee, or a device that is linked to an employee, over time and across different services, including, but not limited to, a device identifier, an Internet Protocol address, cookies, beacons, pixel tags, or similar technology; unique pseudonym or user aliases; telephone numbers; or other forms of persistent identifiers.

Internet or Other Electronic Network Activity Information on Work Devices:

- Browsing history
- Search history
- Information regarding an employee's interaction with an internet website, application, or advertisement
- Geolocation data related to use of an internet website, application, or physical access to a D'Arrigo office or other work-related location.

Professional or Employment-Related Information:

- Job related data
- Data on a job application or resume/CV

- Job titles
- Work history
- Work dates and locations
- Professional memberships
- Writing and work samples
- Job preferences
- References
- Background screening results
- Qualifications
- Experience
- Employment contracts
- Contractor agreements
- Performance reviews
- Disciplinary records
- Photos
- Biometric data including imagery of employee fingerprints, face, and voice recordings
- Payroll and benefits related data
- Internal and external contact information.

*Education Information:*

- Institutions attended
- Education records
- Degrees
- Certifications
- Transcripts that are not publicly available.

**4. Sensitive Personal Information**

D'Arrigo may also collect or process sensitive personal information as necessary to allow us to carry out your instructions, to manage and operate our business, and to comply with D'Arrigo's legal and regulatory obligations:

- Date of birth
- Financial, account, or billing information, including tax identification number, social security number, or credit/debit card information
- Proof of identification, including driver's license number or state/national government-issued identification
- Passport number
- Insurance policy number
- Bank account number and bank routing information
- Medical information
- Health insurance information
- Life insurance information
- Audio, electronic, visual, thermal, olfactory, or similar information such as telephone recordings, temperature

- Diversity or demographic information, including the following:
  - Race
  - Color
  - National origin
  - Religion
  - Sex
  - Gender
  - Gender identity
  - Gender expression
  - Sexual orientation
  - Marital status
  - Medical condition
  - Genetic characteristics
  - Military or veteran status
  - Mental or physical disability
  - Request for family care leave
  - Request for leave related to an employee's own serious health condition
  - Request for pregnancy disability leave
  - Age.

**5. Methods of Collecting Your Personal Information and Sensitive Personal Information**

- We may collect information directly from you from, for example, forms you complete.
- We may collect information indirectly from you.
- We may collect information from third parties, including recruiters who submit your information to us for an employment position, referrals you have listed on your job application, from our website, or through the use of Cookies.

**6. To Whom Does D'Arrigo Sell Your Personal Information and Sensitive Personal Information?**

- D'Arrigo does not sell your personal information or your sensitive personal information.

**7. With Whom Does D'Arrigo Share Your Personal Information and Sensitive Personal Information?**

For the purposes set forth below at section 8, D'Arrigo shares your personal information and/or sensitive personal information with the following:

- Health insurance administrator.
- Onboarding system.
- D'Arrigo Human Resources Department.
- Various administrators of logistics and geolocation data information.

- Government or administrative entities, such as the Equal Employment Opportunity Commission, the California Civil Rights Department, or the Employment Development Department when required by law.
- When required in a court proceeding, in response to a court order, subpoena, civil discovery request, other legal process, or as otherwise required by law.
- When D'Arrigo believes disclosure is necessary to comply with the law or to protect the rights, property, or safety of D'Arrigo, its users, or other.

## **8. Purposes for Collecting Your Personal Information and Sensitive Personal Information**

D'Arrigo collects the personal information and sensitive personal information identified in Sections 3 and 4, above, for the following reasons:

- To evaluate qualifications for employment.
- To recruit employees, including to conduct employment related background checks and screening.
- To meet the purpose for which information is provided. For example, if a job applicant shares information in applying for a job with D'Arrigo, we will use that Personal Information in connection with the individual's employment or employment application.
- To provide human resources management services including, but not limited to, hiring, conducting background checks, onboarding new employees, managing and maintaining employer-employee relations, managing relations with independent contractors, providing employee training and development, undertaking internal research, termination, separation, payroll, expense reimbursement, and other functions related to employment or potential employment with D'Arrigo.
- To communicate with applicants/employees throughout the recruitment and hiring process.
- To contact applicants/employees, including to provide information about benefits or information relating to employment or a job application.
- To contact references.
- To schedule and manage interviews.
- To evaluate applicants/employees for current and future job opportunities.
- To make hiring decisions.
- To demonstrate applicants' agreement to or acceptance of documents presented to them.
- To initiate onboarding if an individual receives and accepts an offer.
- For internal analysis to improve recruitment and hiring efforts, including around diversity and inclusion.
- To communicate with independent contractors.
- To fulfill a legal obligation pursuant to law, regulation and/or lawful order.
- For business transaction purposes.
- For record-keeping purposes.
- To comply with state and federal law including, but not limited to, tax reporting requirements of the Internal Revenue Service, Franchise Tax Board, Employment Development Department, and payroll reporting requirements of the California Civil Rights Department.

- To administer benefits including, but not limited to, medical, dental, vision, and retirement benefits, including recording and processing eligibility of dependents, monitoring of absences and leaves of absence, and insurance and accident management.
- To compensate employees including salary and wage administration, payroll management, reimbursement of expenses, administering other compensation related payments including determining bonus payments, if any.
- To conduct performance related reviews including, but not limited to, doing performance appraisals, monitoring skills, determining disciplinary actions, assessing demotions and promotions, deciding on pay scales, restructuring staff.
- To monitor work related licenses and credentials including providing software licenses for use in the course of an employee's work related responsibilities, ensuring legal and regulatory compliance, training, examination, and other requirements are met.
- To maintain applicant and employee information including, but not limited to, securing personnel files, emergency contact information, customizing and securing employee information or accounts with D'Arrigo.
- To monitor eligibility to work in the United States in accordance with the U.S. Immigration and Nationality Act.
- To identify health needs of employees to plan and provide appropriate services, including administering sick leave and leave of absence policies and procedures.
- To facilitate a better working environment, including conducting staff surveys and training.
- To ensure a safe and efficient working environment including related to disciplinary actions, enforcing the D'Arrigo code of conduct, and conducting workplace investigations.
- To provide support, including to respond to inquiries, to investigate and address concerns, and to monitor and improve our responses.
- To manage litigation and other legal disputes and inquiries involving D'Arrigo.
- To manage licenses, permits, and authorizations applicable to D'Arrigo's business operations.
- To comply with applicable law or regulatory requirements such as legal (state and federal) reporting requirements of the federal Equal Employment Opportunity Act and the California Fair Employment and Housing Act, and internal company reporting obligations and record retention requirements.

## **9. How D'Arrigo Protects Your Personal Information and Sensitive Personal Information.**

Identity theft and practice currently known as "phishing" are of great concern to D'Arrigo. Safeguarding information to help protect you from identity theft is a top priority for D'Arrigo. D'Arrigo does not and will not, at any time, request personal or financial information in a non-secure or unsolicited e-mail or telephone communication. For more information about phishing and online security, please visit the website of the Federal Trade Commission at <https://www.ftc.gov/>.

D'Arrigo processes and protects your personal information and sensitive personal information by maintaining electronic, physical, and procedural safeguards. We use computer safeguards

such as data encryption. We enforce physical access controls to our buildings and files. And we authorize access to your personal information and sensitive personal information only for those employees who require it to fulfill their job responsibilities.

Related to the analysis of wages and benefits, your information may be transferred to, and maintained on, computers located outside of your state, province, country, or other governmental jurisdiction where the privacy laws may not be as protective as those in your jurisdiction. Your submission of information to D'Arrigo through its website represents your agreement to that transfer.

If there is any breach of the security, confidentiality, or integrity of your stores data, we will make any legally required disclosures to you by email in the most expedient time possible and without unreasonable delay.

#### **10. Your Rights Regarding Personal Information and Sensitive Personal Information**

- **Right of Access:** You have the right to access personal and/or sensitive personal information which D'Arrigo may collect or retain about you. If requested, we shall provide you with a copy of the personal information or sensitive personal information which we collect as permitted by the CCPA/CPRA.
- **Right to Know:** You have the right to request that we disclose the following about your personal information and/or sensitive personal information:
  - The specific personal information or sensitive personal information we may collect;
  - The categories of personal information or sensitive personal information we may collect;
  - The categories of sources from which we may collect your personal information or sensitive personal information;
  - The business purpose(s) for collecting or sharing your personal information or sensitive personal information;
  - The categories of personal information or sensitive personal information we may disclose for business purposes;
  - The categories of third parties with whom we may share your personal information or sensitive personal information.
- **Sale of Personal Information or Sensitive Personal Information:** D'Arrigo does not sell personal information or sensitive personal information within the meaning of the CCPA/CPRA.
- **Sharing/Disclosure of Sensitive Personal Information.** You have the right to limit how your sensitive personal information is disclosed or shared with third parties, as defined in the CCPA/CPRA unless otherwise provided by law.

- **Right to Deletion.** In certain circumstances, you have the right to request the erasure of your personal information or sensitive personal information. Upon verifying the validity of a deletion request, we will delete your personal information or sensitive personal information from our records, and instruct any service providers or third parties to delete your information, when applicable. The right to deletion does not extend to personal information and sensitive personal information that D'Arrigo is legally required to maintain.
- **Right to Correct/Right to Rectification.** In certain circumstances, you have the right to request correction of any inaccurate personal information or sensitive personal information. Upon verifying the validity of a verifiable consumer correction request, we will use commercially reasonable efforts to correct your personal information or sensitive personal information as directed, taking into account the nature of the personal information or sensitive personal information and the purposes of maintaining your personal information or sensitive personal information.
- Please note that the above rights are not absolute, and we may be entitled to refuse requests, wholly or partly, where exceptions under applicable law apply.
- The above requests may be made by emailing the Privacy Officer at [customer.service@darrigo.com](mailto:customer.service@darrigo.com), or writing to the following:

Privacy Officer  
D'Arrigo Bros. Co., of California  
21777 Harris Road  
Salinas, CA 93908  
Attention: California Disclosure Information

## **11. Non-Discrimination**

If you are a California resident, you can exercise any of your rights as described in this Notice and under applicable privacy laws by using the contact information provided in this Notice. We will not discriminate against you for exercising such rights.

## **12. Verifying Requests.**

When you make a request to us, we will require your name, e-mail, phone number, and address. We will attempt to match our records based on that information. Where we have reasonable doubts concerning the identity of the person making the request, we may request additional information necessary to confirm their identity.

## **13. Timelines for Responding to Requests**

No later than ten (10) days after receiving a request set forth in section 10, herein, D'Arrigo will confirm receipt of the request and provide information about how it will process the request. D'Arrigo will respond to requests no later than forty-five (45) calendar days after receiving the



request. If additional time is needed to respond, we will provide notice and an explanation and will request up to an additional forty-five (45) calendar days to respond. If we are unable to verify the individual making the request, D'Arrigo may deny the request.

#### **14. Updates**

This Notice will be updated at least once every twelve (12) months to reflect changes in D'Arrigo's business, legal, or regulatory obligations. Please check this Notice periodically for changes. D'Arrigo will not collect additional categories of your personal information or sensitive personal information, or use your personal information or sensitive personal information already collected for additional purposes without providing you with a notice of our intent to do so.

#### **15. Retention Policy**

D'Arrigo retains your personal information and sensitive personal information for a reasonably necessary period of time. D'Arrigo maintains a hard copy of employee records for a minimum of seven (7) years after separation from employment. D'Arrigo maintains a hard copy of payroll records for a minimum of three (3) years. D'Arrigo follows federal guidelines on the retention of I-9 forms. Data in the employee and payroll system is kept indefinitely. Furthermore, when state or federal law specify record retention requirements for certain records, D'Arrigo complies with those laws.

#### **16. Use of Cookies and Online Behavior**

In some portions of the website, so-called "cookies" are used in order for us to improve the efficiency of your individual use of the website and to enhance your browsing experience. Cookies are identifiers that our server may send to your computer in order to identify the computer being used for the duration of the session. Most browsers are set up to accept these cookies automatically. In addition, you can deactivate the storing of cookies or adjust your browser to inform you before the cookie is stored on your computer. If you disable cookies, some features may be disabled, and some of our services may not function properly. We may also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

In order to track web site usage, we use Google Analytics, which does not allow the collection of personal identifiable information. For information on Google Analytics, [click here](#). You can opt out of making your site activity available to Google Analytics by installing the [Google Analytics opt-out browser add-on](#).

#### **17. Links to Other Sites**

The D'Arrigo website contains links to other websites. If you choose to visit a third party website through a link in our site, you will be directed to that third party's website. The fact that we link to a website is not an endorsement, authorization, or representation of our

affiliation with that third party, nor is it an endorsement of their privacy or information security policies or practices. D'Arrigo does not exercise control over third party websites. These other websites may place their own cookies or other files on your computer, collect data or solicit personal information from you. These other websites may place their own cookies or other files on your computer, collect data, or solicit personal information from you. Other sites follow different rules regarding the use or disclosure of the personal information you submit to them. We encourage you to read the privacy policies or statements of the other websites you visit.

**18. COPPA (Children's Online Privacy Protection Act)**

In light of the importance of protecting children's privacy, we do not collect, process, or use on the website any information relating to an individual whom we know to be under 13 years of age. Further, the website is directed to people who are at least 13 years of age or older. As such, we are in compliance with the requirements of COPPA.

**Questions**

If you have questions regarding this Notice or about your rights regarding your Personal Information or Sensitive Personal Information, or if you have concerns about the safety or possible misuse of your Personal Information or Sensitive Personal Information, please contact us by email at [customer.service@darrigo.com](mailto:customer.service@darrigo.com).