



KETTLE CUISINE, LLC’s PRIVACY NOTICE TO CALIFORNIA EMPLOYEES, EMERGENCY CONTACTS AND BENEFICIARIES/DEPENDENTS REGARDING THE COLLECTION OF PERSONAL INFORMATION

Kettle Cuisine LLC and its affiliates (the “Company”) are committed to protecting the privacy and security of personal information of its employees and their emergency contacts and beneficiaries/dependents. The Company complies with the California Privacy Rights Act (CPRA”) and all data privacy and laws in the jurisdictions in which it recruits and hires employees.

We collect only the personal information that is reasonably necessary and proportionate to achieve our purposes. **We do not:**

- **sell your personal information;**
- **share or disclose your personal information to third parties other than the entities or service providers listed below;**
- **share or disclose your sensitive information to third parties for purposes other than those permitted by the CPRA;**
- **sell or share the personal information of consumers under 16 years of age; or**
- **permit third parties to collect your personal information on our behalf other than our service providers listed below.**

Employees, emergency contacts and beneficiaries/dependents with disabilities may access this notice in an alternative format by contacting privacynotice@kettlecuisine.com.

CATEGORIES OF PERSONAL INFORMATION WE COLLECT AND HOW DO WE USE, RETAIN, AND SHARE THIS INFORMATION

A. Our Employees

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION

<p><u>Identifiers</u></p> <p>Real name, postal address, email address, date of birth, marital status, employee identification number, employee photo, bank account number and routing information, social security number, fingerprints, driver’s license number, and foreign passport number.</p>	<p>Manage our employment relationship with you, identification, comply with our legal and contractual requirements, and to establish, defend, and exercise our legal and contractual rights.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; applicable government agencies; our human resources service providers; and employee benefit providers.</p>
<p><u>Protected categories</u></p> <p>Race, ethnicity, national origin, disability status, age, citizenship status, immigration status, marital status, gender identity and gender expression, medical conditions, including Covid-19 vaccination status and test results, military status and veteran’s status.</p>	<p>Manage our employment relationship with you, comply with our legal and contractual requirements, to establish, defend, and exercise our legal and contractual rights, and to implement the Company’s diversity, equality, and inclusion programs.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; applicable government agencies; our human resources service providers; and employee benefit providers.</p>

<p><u>Sensitive Personal Information:</u></p> <p>Social security number, driver's license number, employee identification number, and foreign passport number; bank routing number and account number; racial or ethnic origin; biometric information for purposes of clocking in and out of work; personal information collected and analyzed regarding an individual's health to determine disability status; workplace accident and illness information</p>	<p>Manage our employment relationship with you, verify your identity; comply with our legal and contractual requirements; establish, defend, and exercise our legal and contractual rights.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; applicable government agencies; our human resources service providers; and employee benefit providers.</p>
--	---	--	--

<p><u>Biometric Information:</u></p> <p>Fingerprints.</p>	<p>Verify your identity and access rights.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel.</p>
<p><u>Internet or other electronic network activity information:</u></p> <p>Company tracking internet usage and browsing for company issued computer or devices.</p>	<p>For IT Security and Policy compliance</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel.</p>
<p><u>Geolocation information</u></p> <p>NOT COLLECTED</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

<p><u>Audio, electronic, visual, thermal, or similar information:</u> Video Surveillance of you while on company property.</p>	<p>For Facility, Employee, and food Safety, Security and Policy compliance</p>	<p>Only kept for three weeks</p>	<p>Company human resources, management, and IT personnel.</p>
<p><u>Professional or employment-related information:</u></p> <p>Work status full or part time; hours worked; discipline and counseling information; business and travel information; employee benefits selections; pay class; wage information; employee identification number; title and position; immigration and work eligibility; and workplace accident and illness information.</p>	<p>Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, defend, and exercise our legal and contractual rights.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; and our human resources service providers.</p>



<p><u>Education information:</u></p> <p>The names of the educational institutions you attended, their locations, the dates you attended, the date you graduated, the degree you received, and your cumulative grade point average.</p>	<p>Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, defend, and exercise our legal and contractual rights.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; and human resources service providers.</p>
<p><u>Inferences drawn from the personal information collected to determine your abilities and aptitude</u></p> <p>NOT COLLECTED</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

B. Our Employees' Emergency Contacts

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION
---	--	---	--

<p><u>Identifiers:</u></p> <p>Name, phone number, and relationship to the employee.</p>	<p>Contact your designated emergency contact persons in the event of an emergency; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; and our human resources service providers.</p>
<p><u>Protected categories:</u></p> <p>Marital status or other family status.</p>	<p>Contact your designated emergency contact persons in the event of an emergency; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; and our human resources service providers.</p>

C. Our Employees' Beneficiaries /Dependent

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION
---	--	---	--

<p><u>Identifiers:</u></p> <p>Real name, postal address, e-mail address, birth date, full-time student, tobacco user, and social security number.</p>	<p>Manage our employment relationship with you; administer benefits programs for beneficiaries/dependents of our employees; comply with our legal and contractual requirements; and to establish, defend, and exercise our legal and contractual rights</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits administrators and insurance companies.</p>
<p><u>Sensitive Personal Information:</u></p> <p>Social security number; health information and disability status to the extent necessary to administer employee benefits.</p>	<p>Manage our employment relationship with you; administer benefits programs for beneficiaries/dependents of our employees; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits administrators and insurance companies</p>

<p><u>Professional or employment-related information</u> such as employer name and contact information and employment health insurance information.</p> <p>NOT COLLECTED</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Information necessary to process benefits claims including health and financial information</p>	<p>Manage our employment relationship with you; administer benefits programs for beneficiaries/dependents of our employees; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits administrators and insurance companies</p>

YOUR PRIVACY RIGHTS

As a California resident, you have the following privacy rights regarding your personal information:

- The right to know and right to access the personal information we have collected about you, including the categories of personal information, the categories of sources from which the personal information is collected, the business or commercial purpose for collecting, selling, or sharing personal information, the categories of third parties to whom the business discloses personal information, and the specific pieces of personal information the business has collected about the consumer;
- The right to delete personal information that we have collected from you, subject to certain exceptions;



- The right to correct inaccurate personal information that we maintain about you;
- The right of portability, or right to have us transfer your personal information to other persons or entities upon your request;
- The right to limit the use of your sensitive information if we decide in the future to use such information for purposes other than the purposes listed above; and
- The right not to be discriminated against for exercising your of privacy rights.

You can exercise you privacy rights by submitting a request to us by emailing us at: privacynotice@kettlecuisine.com calling us at: (877) 629 – 9981; or asking our Human Resources department for a written request form. To protect the security of your personal information, we will require you to provide us with identifying information for you such as personal email address, personal telephone number, employee identification number, and/or other information that we can match with the personal information we have collected about you to verify your identity.

You may use an authorized agent to request access to or deletion of your personal information. We will require your authorized agent to provide us with either (1) a power of attorney authorizing the authorized agent to act on your behalf or (2) your written authorization permitting the authorized agent to request access to your personal information on your behalf. Further, we will require you or your authorized agent to provide us with identifying information to verify your identity. We may also require you to either verify your own identity directly with us or directly confirm with us that you provided the authorized agent permission to submit the request.

Within 10 days of receiving your request to know, we will confirm receipt of your request and provide information about how we will process your request. Generally, we will respond to your request within 45 days. If we need more time to respond, we will provide you with notice and an explanation of the reason we need more time to respond. We may deny your request if we cannot verify your identity or are legally permitted to deny your request. If we deny your request, we will explain the basis for the denial, provide or delete any personal information that is not subject to the denial, and refrain from using the personal information retained for any purpose other than permitted by the denial. We will maintain a record of your request and our response for 24 months.

QUESTIONS

If you have any questions or concerns regarding this Privacy Notice, please contact: privacynotice@kettlecuisine.com.

I have received, read, and understood the above Privacy Notice and information contained therein. I certify that I will provide a copy of this Privacy Notice to my current emergency



contacts and beneficiaries/dependents/dependent as well as to any new emergency contacts and beneficiaries/dependents/dependent prior to disclosing their personal information.

Date: _____

Name: _____

Signature: _____