

**TIGER LINES, LLC**  
**EMPLOYEE, APPLICANT, AND/OR INDEPENDENT CONTRACTOR PRIVACY POLICY**  
**LAST REVISED ON: APRIL 12, 2023**

This privacy policy (“**Policy**”) applies to California employees, applicants, and/or independent contractors of Tiger Lines, LLC (the “Company”), as well as applicable to those individuals’ emergency contacts and beneficiaries who are California residents (altogether the “covered individuals”). This Policy sets forth the Company’s practices with respect to personal information of covered individuals, as required by the California Consumer Privacy Act, as amended by the California Privacy Rights Act (the “CCPA”).

**WHAT WE COLLECT**

<b>Category</b>	<b>Examples</b>	<b>Disclosed to Which Categories of Third Parties for Operational Business Purposes</b>
Identifiers.	A name, signature, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver’s license number or state identification card number, passport number, telephone number, insurance policy number, education, employment, employment history, job applications, resumes, reference checks, background checks, interview notes, candidate evaluation records, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.	Company affiliates; service providers providing services such as payroll, benefits, consulting, training, expense management, medical benefits, IT, and other services; professional advisors, such as accountants, auditors, bankers, and lawyers; public and governmental authorities, such as regulatory authorities and law enforcement; business partners, such as entities that help us to provide services to you (e.g., a corporate credit card).
Protected classification characteristics under California or federal law.	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), reproductive health decision making, sexual orientation, veteran or military status, genetic information (including familial genetic information).	Company affiliates; service providers providing services such as payroll, benefits, consulting, training, expense management, medical benefits, IT, and other services; professional advisors, such as accountants, auditors, bankers, and lawyers; public and governmental authorities, such as regulatory authorities and law enforcement; business partners, such as entities that help us to provide services to you (e.g., a corporate credit card).

<p>Biometric information.</p>	<p>Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, sleep, temperature, health, or exercise data.</p>	<p>Company affiliates; service providers providing services such as payroll, benefits, consulting, training, expense management, medical benefits, IT, and other services; professional advisors, such as accountants, auditors, bankers, and lawyers; public and governmental authorities, such as regulatory authorities and law enforcement; business partners, such as entities that help us to provide services to you (e.g., a corporate credit card).</p>
<p>Internet or other similar network activity.</p>	<p>Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.</p>	<p>Company affiliates; service providers providing services such as payroll, benefits, consulting, training, expense management, medical benefits, IT, and other services; professional advisors, such as accountants, auditors, bankers, and lawyers; public and governmental authorities, such as regulatory authorities and law enforcement; business partners, such as entities that help us to provide services to you (e.g., a corporate credit card).</p>
<p>Geolocation data.</p>	<p>Physical location or movements.</p>	<p>Company affiliates; service providers providing services such as payroll, benefits, consulting, training, expense management, medical benefits, IT, and other services; professional advisors, such as accountants, auditors, bankers, and lawyers; public and governmental authorities, such as regulatory authorities and law enforcement; business partners, such as entities that help us to provide services to you (e.g., a corporate credit card).</p>

Professional or employment-related information.	Current or past job history or performance evaluations.	Company affiliates; service providers providing services such as payroll, benefits, consulting, training, expense management, medical benefits, IT, and other services; professional advisors, such as accountants, auditors, bankers, and lawyers; public and governmental authorities, such as regulatory authorities and law enforcement; business partners, such as entities that help us to provide services to you (e.g., a corporate credit card).
Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	Company affiliates; service providers providing services such as payroll, benefits, consulting, training, expense management, medical benefits, IT, and other services; professional advisors, such as accountants, auditors, bankers, and lawyers; public and governmental authorities, such as regulatory authorities and law enforcement; business partners, such as entities that help us to provide services to you (e.g., a corporate credit card).
Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	Company affiliates; service providers providing services such as payroll, benefits, consulting, training, expense management, medical benefits, IT, and other services; professional advisors, such as accountants, auditors, bankers, and lawyers; public and governmental authorities, such as regulatory authorities and law enforcement; business partners, such as entities that help us to provide services to you (e.g., a corporate credit card).

### **SOURCES OF PERSONAL INFORMATION**

The Company collects Personal Information from you and from our affiliates, your colleagues and managers, references you provide, prior employers or schools, clients, background check providers, providers of employee benefits, social networks, publicly available databases, and cooperative

databases. Further, the Company collects Personal Information about covered individuals from the individuals themselves.

## **PURPOSES FOR THE COLLECTION OF PERSONAL INFORMATION**

The Company uses the collected personal information under the above categories for one or more of the following purposes:

- Pre-employment verification.
- Performing background checks.
- Interview and travel coordination.
- Payroll.
- Benefit enrollment and administration.
- Enable user logins.
- Reporting for security, cost tracking, and user verification.
- In connection with various affirmative action plans.
- In connection with veteran reporting.
- In connection with EEOI reporting.
- Employee verification and time clocks.
- Workplace health and safety.
- To administer and manage employee performance.
- To promote the Company and/or the covered individuals through print and online advertisements as well as social media promotion.
- Compliance with state and federal law requiring employers to maintain certain records.
- Such other uses that the Company notifies the covered individuals about before collecting personal information.

## **USE AND DISCLOSURE OF PERSONAL INFORMATION**

The Company does not sell personal information to third parties. The Company will, when necessary, disclose personal information to: (1) comply with federal, state, or local laws; (2) to comply with a civil, criminal, or regulatory inquiry, investigation, subpoena, or summons by federal, state, or local authorities; (3) to administer employee benefits with a third-party service provider; (4) to cooperate with law enforcement agencies concerning conduct or activity that the business, service provider, or third party reasonably and in good faith believes may violate federal, state, or local law; (5) as requested and authorized by the particular individual whose personal information is to be disclosed; and (6) to exercise or defend legal claims. The Company will not collect additional categories of personal information or use the personal information we collected for materially different, unrelated, or incompatible purposes without first providing notice to the individual. The Company will take reasonable steps to secure and protect the personal information it collects so as to protect the privacy interests of the individual.

## **RETENTION PERIOD**

The Company retains Personal Information including, without limitation, Sensitive Personal Information, for as long as needed or permitted in light of the purpose(s) for which it was collected. The criteria used to determine our retention periods include:

- The duration of your employment;
- The length of time we have an ongoing relationship with you or your dependents/beneficiaries and the length of time thereafter during which we may have a legitimate need to reference your Personal Information, such as to address issues that may arise;
- Whether there is a legal obligation to which we are subject (for example, certain laws may require us to keep your employment records for a certain period of time); and
- Whether retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation, or regulatory investigations).

## **COVERED INDIVIDUALS' RIGHTS UNDER THE CCPA**

Covered individuals have the following rights under the CCPA:

- The right to know what personal information the Company has collected about the covered individual, 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 Company discloses personal information, and the specific pieces of personal information the Company has collected about the covered individual.
- The right to delete personal information that the Company has collected from the covered individual, subject to certain exceptions.
- The right to correct inaccurate personal information that the Company maintains about a covered individual.
- If the Company sells or shares personal information, the right to opt-out of the sale or sharing of their personal information by the Company.
- If the Company uses or discloses sensitive personal information, the right to limit the use or disclose of sensitive personal information by the Company.
- The right not to receive discriminatory treatment by the Company for the exercise or privacy rights conferred by the CCPA, including a covered individual's right not to be retaliated against for the exercise of their CCPA rights.

## **HOW TO EXERCISE YOUR RIGHTS UNDER THE CCPA**

It is important that the personal data the Company holds about you is accurate and current. Please keep the Company informed if your personal data changes during your employment. By law, you may have the right to request access to, correct, and delete the personal data that the Company holds about you.

The Company may request specific information from you to confirm your identity in order to process your right to access, correct and delete your personal data. Applicable law may allow or require the Company to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, deleted, or made your personal data anonymous in accordance with our record retention obligations and practices.

If we cannot comply with your request, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

To exercise your rights under the CCPA, please submit a verifiable request to the Company by either:

- Calling us at 209.334.4100
- Emailing us at [mnava@tigerlines.com](mailto:mnava@tigerlines.com)
- Visiting [www.tigerlines.com](http://www.tigerlines.com)
- Completing a written form at your business office

Only you, or someone legally authorized to act on your behalf, may make a verifiable request related to your personal information.

### **CONTACT INFORMATION**

Should you have any comments or questions in regard to this Privacy Policy, please contact:

Mario Nava – HR Generalist