



**PRIVACY NOTICE TO CALIFORNIA JOB APPLICANTS REGARDING THE  
COLLECTION OF PERSONAL INFORMATION**

GreenWood, Inc. and its operating groups, subsidiaries, and affiliates, (“the Company”) are committed to protecting the privacy and security of personal information of all individuals including job applicants. The Company collects personal information of job applicants in connection with its recruitment and hiring activities. The Company does not sell or otherwise disclose this personal information for monetary consideration or a business purpose to any third parties.

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. Job applicants with disabilities may access this notice in an alternative format by contacting Human Resources toll free at (866) 587-8669 or email [Ethics@gwood.com](mailto:Ethics@gwood.com).

**WHAT CATEGORIES OF JOB APPLICANT INFORMATION DO WE COLLECT AND HOW DO WE USE THIS INFORMATION?**

We collect the following categories of personal information for the purposes described below:

- Name and contact information;
- Job preference and work availability;
- Social Security Number and/or other identification information;
- Education and qualifications;
- Employment history and experience;
- Military service;
- Reference and background check information, including relevant criminal history and credit history;
- Social media information;
- Pre-employment test results;
- Post-offer medical examination information and results, including drug test results;
- Voluntary self-disclosure information regarding minority, veteran, and disability status; and
- Information provided by you during the hiring process.

The Company collects this information to hire the best qualified applicants and to comply with applicable employment laws.



Company personnel involved with hiring, recruitment service providers, background check service providers, former employers, references you provide, applicable law enforcement and government agencies, healthcare professionals, and drug testing laboratory personnel.

We retain the information described above as long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our hiring process or continuing relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.

#### WHAT IS THE COMPANY'S CPRA PRIVACY POLICY?

The Company's CPRA Privacy Policy is on the GreenWood, Inc. website and can be accessed at <https://www.gwood.com/careers/#california>. If you have any questions or concerns regarding this Privacy Notice, the Company's CPRA Privacy Policy or the collection of your personal information, please contact:

GreenWood, Inc.  
Human Resources  
(866) 587-8669

#### **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: [Ethics@gwood.com](mailto:Ethics@gwood.com) calling us toll free at: (866) 587-8669; 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 that you 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, the Company's Privacy Policy, or the collection of your personal information, please contact GreenWood, Inc. Human Resources at (866) 587-8669.