

EMPLOYEE PRIVACY NOTICE

The purpose of this Privacy Notice (“**Notice**”) is to inform our employees of the categories of personal information we may collect and the purposes for which we may use such personal information. This notice is intended to comply with all applicable laws, such as the California Consumer Privacy Act. If any provision below conflicts with a legal requirement, then we will comply with the applicable law. Please also review our Privacy Policy, which is incorporated by reference into this Notice.

1. Collection and Use of Personal Information for Business Purposes

We may receive, use, and disclose employee Personal Information for business purposes only and consistent with applicable laws. Where we disclose Personal Information to third parties, we do so for the same business purposes described below and, where appropriate, we require that such parties maintain its confidentiality and maintain appropriate systems and processes to ensure its security and protection.

We may collect and use the following categories of Personal Information about you to manage your employment:

Category of Personal Information Collected	Source of Information	How we use it	Categories of Recipients
Contact information: such as your name, home and work address, personal and work telephone numbers, personal and work email addresses.	From you.	We may use this information to open and maintain your employee records, communicate with you for internal business purposes or emergencies, maintain an internal employee directory and grant you access to internal systems.	Our service providers who assist us in providing employee benefits and services.
Job-related information and qualifications: such as position applied for, previous job roles, education, awards, qualifications, certificates, licenses, financial relationships, compensation and salary information,	From you.	We may use this information to assess your personal and professional development, your suitability for promotions, benefits and other awards, job moves and staff restructuring, conflict of interest reporting, and to fulfill our obligations to	Our service providers who assist us in providing employee benefits and services.

Category of Personal Information Collected	Source of Information	How we use it	Categories of Recipients
eligibility for and participation in benefit schemes and award programs, and any other information you choose to provide in your resumes and/or applications as well as work anniversary information and skills and experience over the employment period.		regulators (including demonstrating the suitability of employees for their role).	
National identification information: such as your country of birth or the country where you are a registered national or citizen, and any visa or other right to work.	From you.	We may use this information to determine your eligibility to work and fulfill our obligations to relevant government authorities.	Our service providers who assist us in providing employee benefits and services.
Age and benefits information: including your date of birth, marital status information about your pension and other welfare benefits.	From you.	We may use this to maintain employment records and assess your eligibility for and/or pay you any statutory or other benefits to which you may be entitled.	Our service providers who assist us in providing employee benefits and services.
Beneficiaries, dependents and emergency contact information: information about any beneficiaries, dependents, emergency contacts and next of kin.	From you.	We may use this information to maintain your employment records and contact the designated contacts in the case of an emergency.	Our service providers who assist us in providing employee benefits and services.

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Financial Information: such as your bank account details.	From you.	We may use this information to pay you or provide other benefits and process any expense claims.	Our service providers who assist us in providing employee benefits and services.
Travel-related records: frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel or other similar information.	From you.	We may use this information to arrange or reimburse travel, contact you during travel, as necessary with travel service providers, or in an emergency situation.	Our service providers who assist us in providing employee benefits and services.
Professional memberships: information about your membership in professional bodies and consultation bodies.	From you, and from professional bodies and consultation bodies.	We may use this to assess your personal and professional development and perform our legal obligations in relation to your professional membership.	Our service providers who assist us in providing employee benefits and services.
Results of background checks and screening: such as education verification, criminal records and driver's license checks.	From you, and from organizations participating in background check and screening processes.	We may use this to determine your suitability for certain job roles (to the extent permitted or required by law) and determine your eligibility for certain benefits (such as a company car).	Our service providers who assist us in providing employee benefits and services.
References: such as opinions and comments of any previous employers.	From you, and from your previous employers.	We may use this to determine your suitability for certain job roles and to fulfill our obligations to regulators (including demonstrating the suitability of employees for their role to regulators and professional bodies).	Our service providers who assist us in providing employee benefits and services.

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Salary and benefits information: salary details, bonus payments, pension details, medical insurance, share scheme details, company car scheme details.	From you.	We may use this information to allocate resources and process payments of benefits, salary and any other amounts we owe you.	Our service providers who assist us in providing employee benefits and services.
Performance and development records: training records, records of courses and training undertaken, performance reviews and assessments.	From you.	We may use this information for career planning and skills monitoring, assessing your suitability for promotions, job moves, and staff restructuring, providing references for future applications and fulfill our obligations to regulators (including demonstrating the suitability of employees for their role to regulators and professional bodies).	Our service providers who assist us in providing employee benefits and services.
Disciplinary, capability and conduct records: details of warnings and other records relating to conduct.	From you.	We may use this information for assessing and taking action in relation to disciplinary, capability, grievance and conduct issues, maintaining your employment records, monitoring and improving our human resources procedures and processing and fulfilling our	Our service providers who assist us in providing employee benefits and services.

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		obligations to regulators.	
Absence records: records relating to time away from the office, including vacation, illness and paternity/maternity leave.	From you.	We may use this information to monitor absences and sickness, make decisions relating to human resource allocation, salary and benefit changes and address other issues that may arise from absences.	Our service providers who assist us in providing employee benefits and services.
Information we obtain from monitoring: such as records of your use of our computer systems or the Internet, and recordings from surveillance cameras on our business premises.	From our workplace and computer system monitoring measures.	We may use this to monitor your compliance with our internal policies and procedures, to investigate security breaches and misuse of computer equipment and systems, to protect the safety of employees and third parties, and to protect our property from theft, vandalism and damage.	Our service providers who assist us in providing employee benefits and services.
Information regarding your phone or mobile device: such as your mobile phone number and mobile phone or device billing and usage records.	From you.	We may use this, in accordance with applicable policies, to reimburse you for use of your mobile phone or device for employment-related purposes.	Our service providers who assist us in providing employee benefits and services.

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<p>Sensitive Personal Information, insofar as necessary and legally permitted, such as: (1) Social Security, driver's license, state identification, or passport number, (2) account login, financial account, debit card or credit card number, in combination with any required security or access code, password, or credentials allowing access to an account, (3) precise geolocation, (4) racial or ethnic origin, religious or philosophical beliefs, or union membership, (5) the contents of your mail, email or text messages, unless We are the intended recipient of the communication, (6) biometric information for the purpose of uniquely identifying you, (7) information regarding your health, such as information relating to health and safety in the workplace, accidents and near misses, and vaccination records</p>	<p>From you.</p>	<p>Health and disability records: We will use this information to address our legal obligations to you in relation to health and safety in the workplace, for any required reporting purposes (e.g., our workers' compensation carrier), and to address our legal obligations to you, make any accommodations required to assist you in the performance of your role and determine whether you are fit to undertake tasks required by your job role.</p> <p>Equal opportunities monitoring information: We will use this information, such as your ethnicity, religion, gender and sexual orientation, which you would provide only on a voluntary basis, to conduct equal opportunity and diversity monitoring where permitted or required by law.</p>	<p>Our service providers who assist us in providing employee benefits and services.</p>

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and vaccination status information, (8) information regarding your sexual orientation.		<p>Biometric information: We will use this information, such as facial recognition, fingerprint or hand punch/hand-geometry data collected by a biometric time clock to monitor and record your hours of work unless otherwise prohibited by law.</p> <p>As required: We will also use sensitive personal information to ensure compliance with legal and regulatory requirements, to perform any legal obligations in relation to your union membership, and for any other purposes required by law or government authorities.</p>	

2. Additional Purposes for Using Personal Information

In addition to the uses set forth above, we may use and share the categories of Personal Information identified:

- To comply with applicable legal and regulatory requests and obligations (including investigations).
- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of our company policy or rules, or other misconduct.
- To seek advice from lawyers, auditors and other professional advisers.

3. California Privacy Rights

If you are a California resident, California law provides you with the following rights with respect to your personal information:

- The right to know what personal information we have collected, used, or disclosed about you.
- The right to request that we delete any personal information we have collected about you.
- The right to correct inaccurate personal information about you.

4. No Sale of Personal Information

We do not “sell” your personal information or “share” your personal information for cross-context behavioral advertising, as those terms are defined in the CCPA.

5. Sensitive Personal Information

Your sensitive personal information will not be used for any additional purposes that are incompatible with the purposes listed above, unless we provide you with notice of those additional purposes.

6. Submitting Requests

You may submit requests to delete, correct, and/or to know personal information we have collected about you by accessing our California Consumer Rights request portal at:

- [Request to Know or Access Information](#)
- [Request to Delete Information](#)
- [Request to Correct Information](#)

or by contacting our Toll-Free Telephone Number at:

800.349.4354

We will respond to your request in compliance with the requirements of CCPA or other applicable law.

7. Verification of Your Identity

When you exercise these rights and submit a request to us, we or our partners will verify your identity by asking you to authenticate your identity via standard authentication procedures. For example, we may ask for your email address or your employee identification number. We also may use a third-party verification provider to verify your identity.

8. Non-Discrimination

If you make a request under the CCPA, we will not discriminate against you in any way. For example, we will not deny you discounts or other benefits or impose penalties on you, or provide you with or suggest that you will receive a different level or quality of benefits or services.

9. Authorized Agents

You may permit an authorized agent to submit a request to know or to delete your personal information. If we receive a request on your behalf, we will ask that person to give us proof that you gave that person written permission to make a request for you. If that person does not provide us with written proof, we will deny their request so that we can protect your personal information.

10. Automated Decision-Making

We generally do not use automated decision-making technology, as that term is defined by State Privacy Laws. If we make use of automated decision-making technology, you will be informed through a separate privacy notice.

11. Record Retention

We may retain your personal information for as long as necessary to fulfil the purpose for which it was collected or to comply with legal or regulatory requirements. We strive to retain your personal information no longer than is reasonably necessary to carry out the purposes listed in this Notice or as required by law. We retain your personal information in accordance with applicable law and internal record retention practices.

12. Questions

If you have any questions about this Privacy Policy or to request this Privacy Policy in another form, you may call us at 800.349.4354 (800.DIXIELINE) and ask to speak with Robert Shiflet, or you may email us at robert.shiflet@bldr.com.