



# **TNG RETAIL SERVICES – PRIVACY NOTICE**

(CALIFORNIA)

Effective January 1, 2020

TNG Retail Services, its affiliates and subsidiaries (collectively “TNG” or “we”, “us” and “our”) is committed to safeguarding the privacy of all individuals from whom TNG collects Personal Information, including its job applicants, current/former employees, independent contractors, owners, director or officers, emergency contacts, and dependents/spouses for purposes of administering benefits (“Consumers”). We adopt this notice to comply with the California Consumer Privacy Act of 2018 (“CCPA”) and other California privacy laws. Any terms defined in the CCPA have the same meaning when used in this notice.

## Personal Information Collected

TNG collects the following categories of Personal Information from its Consumers:

<b><u>Category</u></b>	<b><u>Examples</u></b>	<b><u>Purpose</u></b>
Identifiers	Real name, alias, age, race, gender, sexual orientation, religion, disability or other protected legal characteristics, signature postal address, e-mail address, phone number, unique personal identifier, username/login verification or security questions, Internet Protocol (IP) address, Cookie IDs, browser/search history, Social Security number, biometric identifiers, immigration status, or other similar identifiers or information that may be used in conjunction with other information to identify an individual	Compliance with state and federal law regarding maintenance of employee records, processing of payroll, hiring and other HR functions, administration of employee benefits, management of employee performance

<b><u>Category</u></b>	<b><u>Examples</u></b>	<b><u>Purpose</u></b>
Professional or Employment-related information	Personnel files, onboarding paperwork, driver's license number, auto insurance information, banking information, payroll records, documents signed during employment, educational information, retirement information/planning, current or past job history (CV/resume/job application), disciplinary history, health/medical information, worker's comp. claims, complaints, requests for medical leave, training records, evaluation records, job interview notes, IRS Forms (W-4, etc.)	Compliance with state and federal law regarding maintenance of employee records, processing of payroll, hiring and other HR functions, administration of employee benefits, management of employee performance
Geolocation data	GPS (physical location) where use of any electronic device in connection your work for TNG constitutes consent to such tracking	Compliance with state and federal law regarding maintenance of employee records, processing of payroll, hiring and other HR functions, administration of employee benefits, management of employee performance. To verify accurate time and attendance records (e.g., timesheet log in/log out).
Security and compliance data	Criminal background checks (including biometric information such as fingerprints), legal payments (wage garnishments, child support, alimony)	Compliance with state and federal law regarding maintenance of employee records, processing of payroll, hiring and other HR functions, administration of employee benefits, management of employee performance. Compliance with our fiduciary responsibilities related to secure areas of our customer locations, legal payments.

Third-Party Service Providers and Vendors

We engage certain trusted third-party service providers and vendors to perform functions and provide services to us, including, but not limited to, hosting and maintenance, error monitoring, performance monitoring, security audits, database storage and management, background screening, worker's compensation clinics, and payroll and employee benefit services.

We may share Personal Information with these third-parties, but only to the reasonable extent necessary to perform these functions and provide these services for the purposes set forth in this notice. We may also disclose Personal Information to our insurers and/or professional advisers, but only to the reasonable extent necessary to obtain or maintain insurance coverage, manage risks, obtain professional advice, or establish, exercise or defend legal claims, whether in court proceedings or in an administrative or out-of-court procedure. We also require these third parties to maintain the privacy and security of the Personal Information shared on our behalf. TNG does not sell and has not sold any Personal Information to any third-parties in the past twelve (12) months.

#### Changes to Our Privacy Notice

TNG reserves the right to amend this notice at our discretion and at any time. If and when we make any change(s) to this notice, we will notify you by e-mail, through U.S. Mail, or through an intra-company memorandum.

#### Questions

If you have any questions or concerns regarding this Privacy Notice, please email us at [people@tngretail.com](mailto:people@tngretail.com) or call 925.667.5000.