

## Employee/Applicant/Independent Contractor Notice of Collection of Personal Information

### Melissa & Doug

The purpose of this ***Notice of Collection of Personal Information*** ("Notice") is to inform you about Melissa & Doug's collection of your personal information and the specific categories of personal information collected, as well as the purpose for which these categories of personal information will be used.

### **TYPES OF CATEGORIES OF PERSONAL INFORMATION COLLECTED**

Specifically, we may collect the following types and categories of personal information from you:

| Category  | Examples  |
|---|---|
| A. Identifiers.   | A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.  |
| B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)). | A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit or debit card number (if you purchase products from us), or any other financial information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories. |
| C. Protected classification characteristics under California or federal law.  | To the extent applicable and if it is disclosed to us: 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), sexual orientation, veteran or military status, genetic information (including familial genetic information).   |
| D. Commercial information.  | To the extent applicable and if it is disclosed to us, records of personal property, products or services purchased.  |
| E. Biometric information.   | To the extent applicable and if it is disclosed to us, your daily temperature readings.   |

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| F. Internet or other similar network activity.     | Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement. |
| G. Professional or employment-related information. | Current or past job history or performance evaluations.  |

We will not collect any other types or categories of personal information other than as set forth in this Notice. If we intend to collect additional types or categories of personal information, we will provide you with a new notice at the time of collection.

### **HOW YOUR PERSONAL INFORMATION WILL BE USED AND DISCLOSED**

We will use the personal information collected from you for purposes of employment possibilities, background checks, drug tests, workplace health and safety, payroll and benefits administration, workplace safety, wellness programs, provision of health and dental insurance, and compliance with state and local laws, regulations, and orders.

We may disclose your information to a third-party vendor or subcontractor that provides services to us in order to carry out the tasks listed above. However, we will enter (or have entered) into a written contract with such third-parties that requires the third-party to protect and secure your information, and not to use or disclose your information other than to provide the services to us or as required by applicable law. We do not further disclose any of your information unless permitted or required to do so by applicable law or business necessity.

We do not sell any of your personal information.

If we use your information for any other purpose, other than as set forth in this Notice, we will notify you of such changes in our practices, and obtain express consent to use your information for the new purpose(s).