

## GENESIS FINANCIAL SOLUTIONS, INC.

### JOB APPLICANT CALIFORNIA PRIVACY NOTICE

Last Updated: January 1, 2023

This privacy notice (this “Privacy Notice”) explains how Genesis Financial Solutions, Inc. (“company,” “we,” or “us,” or “our”) collects personal information from job applicants who are California residents to the extent the personal information is collected and used by us solely within the context of their status as a job applicant. This Privacy Notice supplements other privacy notices you may receive in connection with your relationship with us.

#### **Personal Information We Collect and Have Collected in the Past 12 Months – Sources and Categories**

In the 12 months preceding the date of this Privacy Notice, we collected your personal information when you applied for a position with us or otherwise voluntarily provided information to us. We will continue to collect personal information from the same sources.

The categories of personal information we collected from these sources during the 12 months preceding the date of this Privacy Notice, and will continue to collect, includes the following:

- **Personal identifiers:** email address, postal address, and government-issued identification documents.
- **Protected class information:** race, ethnicity and other diversity data, age, national origin, disability status, veteran status.
- **Internet or other electronic activity information:** information we obtain through your interaction with our network, tools, and applications.
- **Professional information:** records of your work and education history.
- **Educational information:** education history, trade school records, and certificates obtained.
- **Inferences drawn from the above categories of personal information**

#### **Purposes for Collection of Personal Information**

We use your personal information to evaluate your application for employment, to conduct job interviews, and to comply with applicable law.

## Disclosure of Personal Information for Business Purposes in the Past 12 Months

The following chart describes the categories of personal information that we disclosed to third parties for a business purpose in the 12 months prior to the date of this Privacy Notice:

Categories of Individuals' Personal Information	Categories of Third Parties with Which We Shared Personal Information for a Business Purpose
<b>Personal identifiers:</b> email address, postal address, and government-issued identification documents	Service providers that assist in providing human resource functions; facilitate scheduling and email communications; provide security services and cloud-based data storage, assist with other IT-related functions; host or facilitate teleconferencing or video conferencing services
<b>Protected class information:</b> race, ethnicity, gender, veteran status	Service providers that assist in providing human resource functions; provide legal services
<b>Internet or other electronic network activity information:</b> device and browser type, browsing and search history on our website(s), and information regarding interaction with our website(s)	Service providers that provide security services and cloud-based data storage, host our website(s) and assist with other IT-related functions, and provide analytics information
<b>Professional information:</b> records of your work and education history	Service providers assist with recruitment and background check activities
<b>Educational information:</b> education history; trade school records; certificates obtained	Service providers assist with recruitment and background check activities
<b>Inferences</b> drawn from above categories of personal information	Service providers that assist in providing human resource functions; provide security services and cloud-based data storage, assist with other IT-related functions

## Additional Information About How We May Disclose Personal Information

We may also share your personal information as required or permitted by law to comply with a subpoena or similar legal process or government request or when we believe in good faith that disclosure is legally required or otherwise necessary to protect our rights and property or the rights, property or safety of others, including to law enforcement agencies and judicial and regulatory authorities. We may also share your personal information with third parties to help detect and protect against fraud or data security vulnerabilities. And we may share or transfer your personal information to a third party in the event of an actual or potential sale, merger, reorganization of our entity or other restructuring.

### **No Sale of Personal Information**

We do not sell the personal information of applicants.

### **Rights Related to Personal Information Held by Us**

#### Your Right to Access Information We Collect and Share About You

We are committed to ensuring that you know what personal information we collect. To that end, you can ask us for the following information from us with respect to the personal information that we have collected about you in the 12 months prior to our receipt of your request:

- Specific pieces of personal information we have collected about you;
- Categories of personal information we have collected about you;
- Categories of sources from which such personal information was collected;
- Categories of personal information that the business sold or disclosed for a business purpose about you;
- Categories of third parties to whom the personal information was sold or disclosed for a business purpose; and
- The business or commercial purpose for collecting or selling your personal information.

#### Your Right to Request Deletion of Personal Information We Have Collected From You

Upon your request, we will delete the personal information we have collected about you, except for situations where the law authorizes us to retain specific information, including when it is necessary for us to perform human resource functions; for other internal uses; to maintain the functionality or security of our systems; or to comply with or exercise rights provided by the law.

## Our Commitment to Honoring Your Rights

If you exercise any of the rights explained in this Privacy Notice, we will continue to treat you fairly.

### **Exercising Your Rights and How We Will Respond**

To exercise your access or deletion rights or to ask a question about your data subject rights, contact us at: [caprivacynotice@genesis-fs.com](mailto:caprivacynotice@genesis-fs.com) or (503) 941-3953.

We will first acknowledge receipt of your request within 10 business days of receipt of your request. We will then provide a substantive response to your request as soon as we can, generally within 45 days from when we receive your request, although we may be allowed to take longer to process your request under certain circumstances.

We usually act on requests and provide information free of charge, but we may charge a reasonable fee to cover our administrative costs of providing the information in certain situations.

In some cases, the law may allow us to refuse to act on certain requests. When this is the case, we will endeavor to provide you with an explanation as to why.

### **Verification of Identity – Access or Deletion Requests**

We will ask you for two or three pieces of personal information and attempt to match those to information that we maintain about you.

If we are unable to verify your identity with the degree of certainty required, we will not be able to respond to the request. We will notify you to explain the basis of the denial.

### Authorized Agents

You may designate an agent to submit requests on your behalf. The agent can be a natural person or an entity that is registered with the California Secretary of State.

If you would like to designate an agent to act on your behalf, you and the agent will need to comply with our verification process. Specifically, if the agent submits requests to access, know or delete your personal information, the agent will need to provide us with your signed permission indicating the agent has been authorized to submit the request on your behalf. We will also require that you verify your identity directly with us or confirm with us that you provided the agent with permission to submit the request.

Please note that this subsection does not apply when an agent is authorized to act on your behalf pursuant to a valid power of attorney. Any such requests will be processed in accordance with California law pertaining to powers of attorney.

## **Personal Information of Minors**

We do not advertise our positions to minors under 16, and we do not knowingly collect or sell the personal information of minors, including minors under 16 years of age.

## **How We Keep Your Personal Information Secure**

We maintain reasonable security measures appropriate to the nature of the personal information that we collect, use, retain, transfer or otherwise process. Those measures include administrative, technical and physical safeguards designed to protect the personal information you provide against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use. However, data security incidents and breaches can occur due to a variety of factors that cannot reasonably be prevented; therefore, our safeguards may not always be adequate to prevent all breaches of security.

## **Changes to This Privacy Notice**

We will review and update this Privacy Notice as required to keep current with rules and regulations, new technologies and security standards. We will post those changes on the website or update the Privacy Notice modification date. In certain cases and if the changes are material, you will be notified via email or a notice on our website.

## **Accessibility**

We are committed to ensuring that our communications are accessible to people with disabilities. To make accessibility-related requests or report barriers, please contact us at: [caprivacynotice@genesis-fs.com](mailto:caprivacynotice@genesis-fs.com).

## **Contact Us**

If there are any questions regarding this Privacy Notice or to request a copy of this Privacy Notice in another format you may contact us at: [caprivacynotice@genesis-fs.com](mailto:caprivacynotice@genesis-fs.com) or (503) 941-3953.