

Notice of Collection for California Employees

This Notice is provided to inform California residents that Rio Vista Development Company, LP dba The Garland (collectively, “the Company,” “we,” “us,” or “our”) collects Personal Information from prospective employees and employees. “Personal Information” means information that identifies, relates to, describes, is reasonably capable of being associated with a particular person.

We adopt this Notice to comply with the California Consumer Privacy Act of 2018 (“CCPA”), California Privacy Rights Act of 2020 (“CPRA”), and other California privacy laws. Any terms defined in the CCPA and CPRA have the same meaning when used in this Notice.

<u>Categories of Personal Information Collected</u>	<u>Purposes Personal Information Is Used</u>
<p>Personal Information and Identifiers, such as names, genders, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver’s licenses or state identification numbers, bank account information, dependent and beneficiary information (names, dates of birth, Social Security numbers) and other similar contact information and identifiers.</p>	<ul style="list-style-type: none"> • Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding • Process payroll and employee benefit plan and program administration including enrollment and claims handling • Maintain personnel records and record retention requirements • Communicate with employees and/or employees’ emergency contacts and plan beneficiaries • Comply with applicable state and federal labor, employment, tax, benefits, workers’ compensation, disability, equal employment opportunity, workplace safety, and related laws • Prevent unauthorized access to or use of Company property, including the Company’s information systems, electronic devices, network, and data • Ensure adherence to Company policy • Investigate complaints, grievances, and suspected violations of Company policy
<p>Protected classifications under state or federal law (e.g., demographic data), such as age, color, disability, sex, gender identity/expression, marital status, medical condition, national origin, race, religion.</p>	<ul style="list-style-type: none"> • Comply with applicable state and federal Equal Employment Opportunity laws • Investigate complaints, grievances, and suspected violations of Company policy
<p>Internet or other similar network activity, such as search history, browsing history, login information, IP addresses, intranet activity, email communications, social media postings, stored documents and emails, usernames and passwords, all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, app use,</p>	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of the Company’s information systems • Ensure compliance with Company information systems policies and procedures • Comply with applicable state and federal laws

<u>Categories of Personal Information Collected</u>	<u>Purposes Personal Information Is Used</u>
mobile browsing and search history, mobile email communications, and other information regarding an employee's use of Company-issued devices.	<ul style="list-style-type: none"> • Prevent unauthorized access to, use, or disclosure/removal of the Company's property, records, data, and information • Enhance employee productivity • Investigate complaints, grievances, and suspected violations of Company policy
Biometric information , such as facial recognition, fingerprint, voice recordings, keystrokes.	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of the Company's timekeeping systems • Process payroll and employee benefit plan and program administration including enrollment and claims handling • Administer and maintain the Company's operations, including for safety purposes
Geolocation data , such as time and physical location related to use of an internet website, application, device, physical access to a Company office location.	<ul style="list-style-type: none"> • Improve safety of employees, customers, and the public with regard to use of Company property and equipment • Prevent unauthorized access, use, or loss of Company property • Improve efficiency, logistics, and supply chain management • Ensure employee productivity and adherence to the Company's policies • Investigate complaints, grievances, and suspected violations of Company policy
Professional and Employment Related Information , such as work history, academic and professional qualifications, educational records, references, and interview notes, professional licenses, educational degrees, job titles, positions, hire dates, employment recommendations, background check and criminal history; work authorization, fitness for duty data and reports (upon return from a medical leave of absence), compensation, performance and disciplinary records, vacation and sick leave records, salary and bonus data, benefit plan enrollment, participation, and claims information, leave of absence information including religious and family obligations, health data concerning employee and family members.	<ul style="list-style-type: none"> • Recruit and evaluate an individual's appropriateness for hire, position at the Company, or promotion to a new position • Collect and process applications, including confirming eligibility for employment, background and related checks, and onboarding • Administer employee benefit plan and program design and administration, including leaves of absence • Maintain personnel records and comply with record retention requirements • Communicate with employees and/or employees' emergency contacts and plan beneficiaries • Comply with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws • Prevent unauthorized access to or use of the Company's property, including the

<u>Categories of Personal Information Collected</u>	<u>Purposes Personal Information Is Used</u>
	Company's information systems, electronic devices, network, and data <ul style="list-style-type: none"> • Ensure employee productivity and adherence to the Company's policies • Investigate complaints, grievances, and suspected violations of Company policy
Financial information , such as banking details, tax information, payroll information, and withholdings.	<ul style="list-style-type: none"> • Process payroll and employee benefit plan and program administration including enrollment and claims handling • Administer employee benefit plan and program design, including leaves of absence
Health and Safety information , such as health conditions (if relevant to an employee's employment), job restrictions, workplace illness and injury information, health insurance policy information, COVID-19 related information, and call monitoring and video surveillance.	<ul style="list-style-type: none"> • Maintain personnel records and comply with record retention requirements • Comply with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws • Administer employee benefit plan and program design, including leaves of absence
Inferences drawn from the Personal Information in the categories above.	Engage in analytics, including but not limited to, identifying certain correlations about individuals and success on their jobs, analyzing data to improve retention, and analyzing employee preferences to inform Company policies, programs and procedures

The overall purpose of the collection is to manage the Company's employment relationship with you. To carry out the purposes outlined above, the background check vendors, the Company may share information with third parties, such as information technology vendors, legal counsel, and state or federal governmental agencies. The Company may add to the categories of Personal Information it collects and the purposes it uses Personal information. In that case, the Company will inform you.

If you have questions about the Company's practices on the collection of consumer information, you may contact Elizabeth Jacobs, Director of Human Resources at email: elizabethj@thegarland.com or phone: 818-255-7482 or visit the following website: www.thegarland.com . You may also contact us by writing to: 4222 Vineland Ave. North Hollywood, CA 91602 for privacy inquiries.