



## **CALIFORNIA EMPLOYEE AND JOB APPLICANT PRIVACY NOTICE REGARDING THE COLLECTION OF PERSONAL INFORMATION**

Updated: December 1, 2023

WMBE Payrolling Inc. dba TCWGlobal and its affiliates ("TCWGlobal," "we," "us" or "our") adopt this Privacy Notice to California Employees and Job Applicants Regarding the Collection of Personal Information (the "Privacy Notice") to comply with the California Consumer Privacy Act ("CCPA") and California Privacy Rights Act ("CPRA"). Any terms defined in the CCPA and CPRA have the same meaning when used in this Privacy Notice. Employees and job applicants with disabilities may access this notice in an alternative format by calling the following toll-free phone number: 888-388-8873 or emailing [hello@tcwglobal.com](mailto:hello@tcwglobal.com).

TCWGlobal respects your privacy and takes your privacy seriously. We are committed to handling personal information responsibly and in compliance with applicable laws. As a Global Payrolling Provider and Employer of Record Service, in the course of our business, TCWGlobal will ask job applicants, prospective employees, and employees to provide personal information necessary relating to your employment or prospective employment. That information may be obtained through [www.tcwglobal.com](http://www.tcwglobal.com) and [www.tcwprivacy.com](http://www.tcwprivacy.com) (collectively and individually referred to as our "Websites") This Privacy Notice describes how TCWGlobal collects and uses your personal information, the categories of personal information it collects, and instances where TCWGlobal may disclose your personal information to third parties through the Websites. We will only collect and process your personal information in accordance with this Privacy Notice and our Privacy Policies which can be located at [www.tcwprivacy.com](http://www.tcwprivacy.com), unless otherwise required by applicable law.

This notice does not apply to information collected through StaffingNation or Webcenter. For more information on the data collected through those systems, please visit [www.tcwprivacy.com](http://www.tcwprivacy.com).

If you are not an employee or job applicant, please review TCWGlobal's Privacy Notice for California Residents.

### **Categories of Personal Information TCWGlobal Collects and How We Use It**

TCWGlobal collects and processes information from you for human resources, employment, and benefit administration purposes, and where necessary to comply with any local, state, and federal legal obligations. TCWGlobal obtains the categories of personal information listed below directly from you and the information you provided to us by way of forms on the websites.

TCWGlobal will not collect additional categories of personal information or use the personal information collected for materially different, unrelated, or incompatible purposes without first providing you with additional and/or updated notice.

Our Websites collects information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual, company, or device ("personal information"). We do not collect sensitive personal information on our Websites. The table also lists, for each category, our expected retention period, use purposes, and whether we sell the information or share it with third parties for cross-context behavioral advertising. For more information on our data retention periods please visit [www.tcwprivacy.com](http://www.tcwprivacy.com).

| Personal Information Category  | Expected Retention Period   | Business Purpose   | Sold or Shared   |
|--|---|--|--|
| <p>Identifiers:<br/>name, address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, or other similar identifiers.</p>                                | <p>7 years for employees or until applicant opts out or deletion request received</p> | <p>TCWGlobal collects identifiers to respond to your questions or inquiries on our Website. For example, if you share your name and contact information to request a price quote or ask a question about our products or services, we will use that personal information to respond to your inquiry.</p> | <p>No. May be shared with our service providers to the extent necessary for the provision of services on our behalf.</p>       |
| <p>California Customer Records personal information:<br/>A name, signature, address, telephone number.<br/><br/>Some personal information included in this category may overlap with other categories.</p> | <p>7 years for employees or until applicant opts out or deletion request received</p> | <p>TCWGlobal collects identifiers to respond to your questions or inquiries on our Website. For example, if you share your name and contact information to request a price quote or ask a question about our products or services, we will use that personal information to respond to your inquiry.</p> | <p>Not Sold. May be shared with our service providers to the extent necessary for the provision of services on our behalf.</p> |
| <p>Protected classification characteristics under California or federal law</p>  | <p>Not Collected</p>  | <p>Not Collected</p>   | <p>Not Collected</p>   |
| <p>Commercial information</p>  | <p>Not Collected</p>  | <p>Not Collected</p>   | <p>Not Collected</p>   |
| <p>Biometric information</p>   | <p>Not Collected</p>  | <p>Not Collected</p>   | <p>Not Collected</p>   |
| <p>Internet or other similar network activity:<br/>Browsing history, search history, information on a consumer's interaction with a website, program, or advertisements.</p>                               | <p>7 years for employees or until applicant opts out or deletion request received</p> | <p>TCWGlobal collects interaction data with the Websites and software in order to properly track usage, document acknowledgements or consents, and to monitor usage.</p>   | <p>Not Sold. May be shared with our service providers to the extent necessary for the provision of services on our behalf.</p> |
| <p>Geolocation data</p>  | <p>Not Collected</p>  | <p>Not Collected</p>   | <p>Not Collected</p>   |

|  |                |               |               |
|--|----------------|---------------|---------------|
| Sensory data   | Not Collected  | Not Collected | Not Collected |
| Professional or employment-related information:<br>Current or past job history or performance evaluations.   | Not Collected. | Not Collected | Not Collected |
| Non-public education information:<br>Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records | Not Collected. | Not Collected | Not Collected |
| Inferences drawn from other personal information.  | Not Collected  | Not Collected | Not Collected |

**TCWGlobal’s Disclosure of Personal Information to Third Parties**

TCWGlobal does not sell or otherwise disclose your personal information to any third parties for any monetary consideration.

We may disclose your personal data to the following categories of recipients:

(i) TCWGlobal affiliates: The Company may disclose your personal data to other TCWGlobal entities to fulfill the purposes described in this Notice. Within TCWGlobal entities, access to, use of and other processing of personal data will generally be limited to individuals who have a need to know the information for the purposes described in this Notice, which may include personnel from: Human Resources, IT, Compliance, Legal, Information Security, Finance and Accounting and Internal Audit. Most personnel within TCWGlobal will have access to your business contact information such as name, position, telephone number, work address and email address.

(ii) External service providers, such as (1) IT systems and support providers, account monitoring services, financial institutions, telecommunications providers, insurance companies; (2) accountants, auditors, lawyers and other outside professional advisors; and (3) other third parties engaged to assist us in carrying

out business, recruiting, or human resources activities. (4) data verification services to ensure your data is accurate and to reduce errors. We do not allow third party service providers to use or disclose your personal information except as necessary to perform services on our behalf or to comply with legal requirements.

(iii) Local authorities: TCWGlobal may share your personal data with local governmental, regulatory, supervisory and/or judicial agencies or other public or official bodies, as permitted or required under applicable law.

(iv) Business investors: Your personal data may be disclosed to potential investors and their advisors, auditors and legal counsel in connection with a corporate restructuring, sale or assignment of assets, merger, divestiture or other changes of control or financial status of the Company (including a reorganization, dissolution, or liquidation).

(v) Other third parties: Your personal data may be disclosed to third parties in circumstances where we are required to do so by law, regulation or legal process (such as a court order or subpoena), or when we believe disclosure is necessary in order to achieve any purpose disclosed under this Notice.

#### **Changes to This Privacy Notice**

TCWGlobal reserves the right to update this Privacy Notice at any time and will provide you with a new Privacy Notice when and if any updates are made. If TCWGlobal would like to use your previously collected personal data for different purposes than those it notified you about at the time of collection, we will provide you with notice and, where required by law, seek your consent, before using your personal data for a new or unrelated purpose. Target may process your personal data without your knowledge or consent only where required by applicable law or regulation.

If you have any questions about this Privacy Notice, our privacy policies which can be located at [www.tcwprivacy.com](http://www.tcwprivacy.com), our practices, or the security of the Websites, please contact us at [privacy@tcwglobal.com](mailto:privacy@tcwglobal.com) or by calling toll free at (888)388-8873 or (858)810-3000.

Or:

WMBE Payrolling Inc. dba TCWGlobal  
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