

Privacy Notice for California Employees and Job Applicants

Effective Date: January 1, 2020

Last Reviewed on: January 1, 2023

This **Privacy Notice for California Employees and Job Applicants** applies solely to employees or job applicants who reside in the State of California (“you”). Invivoscribe, Inc. (“IVS” or “we”) adopts this notice to comply with the California Consumer Privacy Act (CCPA) and any amendments, and any terms defined in the CCPA have the same meaning when used in this notice.

Information We Collect

We collect information from our employees, job applicants, and contractors that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular employee, job applicant or contractor (“**personal information**”). In particular, IVS has collected the following categories of personal information from its employees, job applicants, or contractors within the last twelve (12) months:

Category	Examples ¹	Collected	Purpose	Third Parties Shared	Retention Period
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.	YES	(a) Performance of a contract (b) Necessary for our legitimate interests (c) Necessary to comply with a legal obligation	(a) Human resources information service providers (b) Financial investment service providers (c) Wellness program service providers (d) Insurance providers (e) Payroll service providers (f) Building management/security providers (g) Professional service providers, including external auditors	Unless a longer retention period is required by applicable law, records are retained for 4 years after termination of employment relationship.
B. Personal information categories listed in the California	A name, signature, Social Security number, physical characteristics or	YES	(a) Performance of a contract (b) Necessary	(a) Human resources information service providers	Unless a longer retention period is required by applicable law,

¹ Examples listed herein are illustrative of the types of personal information included in each category and may or may not be the specific types of personal information collected on an individual employee or job applicant. Additionally, some personal information included in these categories may overlap with other categories.

Category	Examples ¹	Collected	Purpose	Third Parties Shared	Retention Period
Customer Records statute (Cal. Civ. Code § 1798.80(e)).	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 card number, debit card number, or any other financial information, medical information, or health insurance information.		for our legitimate interests (c) Necessary to comply with a legal obligation	(b) Financial investment service providers (c) Wellness program service providers (d) Insurance providers (e) Payroll service providers (f) Building management/security providers (g) Professional service providers, including external auditors	records are retained for 4 years after termination of employment relationship.
C. Protected classification characteristics under California or federal law.	Race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related	YES	(a) Necessary for our legitimate interests (b) Necessary to comply with a legal obligation	(a) Human resources information service providers (b) Financial investment service providers (c) Wellness program service providers (d) Insurance providers (e) Payroll service providers (f) Building management/security providers (g) Professional service providers, including external auditors (h) Legal service providers	Unless a longer retention period is required by applicable law, records are retained for 4 years after termination of employment relationship.

Category	Examples ¹	Collected	Purpose	Third Parties Shared	Retention Period
	protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other category or activity protected by federal, state, or local laws, ordinances, or regulations.				
D. Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	NO	N/A	N/A	N/A
E. Biometric information.	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	NO	N/A	N/A	N/A
F. Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.	YES	(a) Necessary for our legitimate business interests (b) Necessary to comply with a legal obligation	(a) Analytics and business intelligence vendors (b) Cybersecurity vendors	Unless a longer retention period is required by applicable law, records are retained for 4 years after termination of employment relationship.
G. Geolocation data.	Physical location or movements.	YES	(a) Necessary for our legitimate interests	N/A	Unless a longer retention period is required by applicable law,

Category	Examples ¹	Collected	Purpose	Third Parties Shared	Retention Period
					records are retained for 4 years after termination of employment relationship.
H. Sensory data.	Audio, electronic, visual, thermal, olfactory, or similar information.	NO	N/A	N/A	N/A
I. Professional or employment-related information.	Current or past job history.	YES	(a) Necessary for our legitimate interests	N/A	Unless a longer retention period is required by applicable law, records are retained for 4 years after termination of employment relationship.
J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	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.	YES	(a) Necessary for our legitimate interests	N/A	Unless a longer retention period is required by applicable law, records are retained for 4 years after termination of employment relationship.
K. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	YES	(a) Necessary for our legitimate interests	N/A	Unless a longer retention period is required by applicable law, records are retained for 4 years after termination of employment relationship.
L. Sensitive personal information	Personal information that reveals government IDs; information providing access to a financial account; racial or ethnic origin; personal information	Yes, however, information is collected and used consistent with the permissible uses under	(a) Necessary for our legitimate interests (b) Necessary to comply with a legal obligation	(a) Human resources information service providers (b) Financial investment service providers (c) Government entities or regulators	Unless a longer retention period is required by applicable law, records are retained for 4 years after termination of employment

Category	Examples ¹	Collected	Purpose	Third Parties Shared	Retention Period
	collected and analyzed concerning a consumer's health, sex life, or sexual orientation.	the CCPA			relationship.

IVS obtains the categories of personal information listed above from the following categories of sources:

- Directly from you. For example, from forms you complete or information you provide during the application process.
- Indirectly from you. For example, from observing your actions with computer systems, software or other platforms offered by IVS.
- Third Parties. For example, from vendors used for background checks or aptitude and ability testing.

Use of Personal Information

We may use or disclose the personal information we collect for one or more of the following purposes:

- To fulfill or meet the reason you provided the information. For example, to conduct payroll and timekeeping activities, administer benefits, or offer wellness programs.
- To investigate and help prevent fraud or otherwise ensure compliance with policies and procedures.
- To provide you with support and to respond to your inquiries, including to investigate and address your workplace concerns and monitor and improve our responses.
- To help maintain the safety, security, and integrity of our systems, services, databases and other assets.
- To respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.
- As described to you when collecting your personal information or as otherwise set forth in the CCPA.
- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of IVS's assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by IVS about employees or job applicants is among the assets transferred.

IVS will not collect additional categories of personal information or use the personal information we collected for materially different, unrelated, or incompatible purposes without providing you notice.

Disclosure of Personal Information

We may share your personal information for business purposes by disclosing it to the categories of third parties identified in the chart above. We only make these business purpose disclosures under written contracts that describe the purposes, require the recipient to keep the personal information confidential, and prohibit using the disclosed information for any purpose except performing the contract.

We do not sell or share (as the term is defined in the CCPA²) your personal information.

We also do not disclose or use sensitive personal information outside of the permissible uses identified within the CCPA.

Your Rights and Choices

You have rights regarding your personal information. This section describes the rights you have and explains how to exercise those rights.

Access to Specific Information

You have the right to request that IVS disclose certain information to you about our collection and use of your personal information over the past 12 months, including:

- The categories of personal information we collected about you.
- The categories of sources for the personal information we collected about you.
- Our business or commercial purpose for collecting that personal information.
- The categories of third parties with whom we share that personal information.
- The specific pieces of personal information we collected about you.
- If we disclosed your personal information for a business purpose, identification of the personal information categories that each category of recipient obtained.

Deletion Request Rights

You have the right to request that IVS delete any of your personal information that we collected from you and retained, subject to certain exceptions. If an exception applies, we will advise you of the applicable exception and the reason for denying your request.

Correction Request Rights

You have the right to request that IVS correct any inaccurate personal information we may hold about you. We will use commercially reasonable efforts to correct inaccurate personal information, taking into the account the nature of the personal information and the purpose for our processing.

Non-Discrimination

We will not discriminate against you for exercising any of your CCPA rights.

² The CCPA defines “sharing” as communicating personal information to a third party for cross-context or targeted behavioral advertising.

Exercising Your Rights

To exercise your rights described above, please submit a request by either:

- Sending an email to HR@invivoscribe.com
- Calling Invivoscribe HR at (858) 224 – 6600
- Via postal mail at:
Invivoscribe, Inc
Attn: Human Resources Department
10222 Barnes Canyon Road, Bldg 1
San Diego, CA 92121

We may need to validate your request. In order to validate your request, we may ask you for the following information; Dates of Employment, last 4-digits of your SSN, Residential Address and/or eMail Address associated with your employment or employment-application profile. Only you or an authorized agent may make a request related to your personal information. To designate an authorized agent to make a request on your behalf, please complete the following form [here](#) or provide us with a power of attorney or other legally binding written document signed by you and identifying your agent. We may also verify the identity of your designated agent.

Changes to This Privacy Notice

IVS reserves the right to amend this privacy notice at our discretion and at any time. When we make substantive changes to this privacy notice, we will notify you of the changes via e-mail and post the updated notice on the IVS website and update the notice's effective date.

Questions About This Privacy Notice

If you have any questions or comments about this notice or the ways in which IVS collects and uses your information, please contact: HR@invivoscribe.com; telephone: (858) 224-6600.