

Applicants Privacy Policy

Scope

This policy outlines the privacy and data protection practices, policy and procedures adopted by Pacific Consolidated Industries LLC. and its subsidiaries (“the Company,” “PCI,” “we,” “us,” or “our”) concerning the collection, use, and protection of personal information of individuals who apply for employment with us to include consultants and independent contractors, regardless of whether the application is made directly through our company website or any other recruitment channels available to PCI. “Personal information” includes, but is not limited to, name, address, e-mail, and similar identifiers, as well as age, gender, and other sensitive information.

If your employment application is received successfully, then this privacy policy shall apply.

Information We Collect

We may collect and process the following categories of personal information:

- **Contact information:** Name, alias, address, email address, and telephone number.
- **Application-related information and documents:** Resume or C.V., cover letter, employment history, qualifications, skills, education, training course completions, professional licenses and certifications, personal references, and referral source.
- **Sensitive personal data:** Date of birth, marital status, social security or other national identification information, driver’s license, passport, government or state identification card information, preferred language, nationality, ethnicity, citizenship, age, gender, military and veteran status, disability, or other information in compliance with EEOC.
- **Application documents provided by the Company:** Assessment, background screenings, credential information, and ability to work and/or travel in a particular location and export status.
- **Safety and health information:** Work restrictions, accommodations, temperature reading, health screening responses.
- **Third-party data:** Assessment/on-line testing, background screenings, fit-for-duty evaluation, drug and alcohol screenings, E-Verify information, video interviews, security video recordings, log in credentials, and export compliance information.
- **Medical information as part of the application process:** Work restrictions, accommodations, assessment, screenings (fit-for-duty, drug and alcohol) in compliance with applicable state and federal laws and regulations.

Purpose of Data Collection

PCI collects and processes your personal information for the following purposes:

- To administer and facilitate the recruitment and selection process.
- To assess suitability for employment opportunities within the Company and reach a hiring decision.
- To establish a basic employment record if hired and comply with applicable laws and regulations.

- To assess accommodation requests and make reasonable accommodations to the recruitment process, and to evaluate employment suitability (as may be applicable for the job and in compliance with applicable laws and regulations).
- To verify prior employment, education credentials, skills, competencies and abilities, and follow-up on job and personal references.
- To allow access to account information and services features.
- To conduct background investigations (as applicable for the job and in compliance with applicable laws), job related screenings and verify work authorization.
- To communicate with you regarding your employment application and respond to questions or concerns you may have.
- To exercise and defend legal claims.
- To improve your user experience and the quality of our products and services.
- To respond to governmental or legal proceedings and inquiries.
- To meet governmental contract obligations.
- To comply with PCI standards, policies and procedures.
- To comply with applicable state and federal laws and regulations, including labor, employment, disability, equal employment opportunity, workplace health and safety.

Data Protection

PCI is committed to protecting your personal information and has implemented appropriate technical and organizational measures to safeguard your information against unauthorized access, loss, or alteration.

Data Sharing and Disclosure

PCI may share your personal information with:

- Internal departments or individuals involved in the recruitment and selection process.
- Third-party service providers under contract with PCI and with legal, regulatory authorities, or governmental entities in compliance with applicable laws and regulations or in response to legal proceedings and claims.

Data Retention

PCI will retain your personal information for as long as necessary to fulfill the purposes outlined in this notice and not longer than a maximum period of five (5) years or as required by applicable laws.

Your Rights

The California law provides you with the following rights concerning the personal information collected from you:

- **Access:** Request access to your personal information held by PCI in the preceding 12 months.
- **Know:** Request to know what personal information is sold or shared and to whom.
- **Correct:** Request to correct inaccuracies in your personal information.
- **Delete:** Request to delete your personal information, subject to legal obligations.

- **Opt-Out:** Request to opt-out to the selling or sharing of your personal information.
- **Limit:** Request to limit the use and disclosure of your sensitive personal information.

Please note: PCI does not sell your personal information. PCI will process your sensitive personal information with your consent and/or as permitted by law. Additionally, PCI does not discriminate or retaliate against anyone exercising their rights under the law.

Minor Information

PCI does not employ or recruit individuals under the age of eighteen (18). In addition, PCI does not collect, sell or share personal information from any minors or individuals under 18 years of age.

Your Responsibilities Regarding Your Personal Information

Maintaining accurate and current personal information is crucial. Should you discover any inaccuracies in the information we process or if your information changes, please let us know promptly. This allows us to take the necessary corrective measures. It is essential to understand that if you withhold specific information upon our request, it may impact our ability to process your application successfully or complete the recruitment and selection process to include preventing us from complying with our legal or contractual obligations.

Furthermore, if you share personal information of others with us, for example contact information for reference purposes, please ensure that you have their consent. Inform them that their information will be collected for this specific reason and provide them with a copy of this policy upon request.

Contact Us

If you wish to exercise your privacy rights under law, request an accommodation, update your personal information, or if you have any questions or concerns regarding this policy, please contact our Human Resources Department at:

Phone: (951) 479-0860

Fax : (951) 479-9452

E-mail : privacy@pcigases.com

You may also submit your written request to:

PCI Human Resources Department
12201 Magnolia Avenue
Riverside, CA 92503

Changes to this Notice

We may update this notice from time to time to reflect changes in our practices, policies or applicable laws. Any updates to this notice will be posted on our website at www.pcigases.com, and we encourage you to review this policy periodically.