



## **RSR Group, Inc. Employee Privacy Statement**

RSR Group, Inc. (“RSR”) respects your privacy and is committed to protecting your personal information.

RSR provides this Employee Privacy Statement (“Privacy Statement” or “Statement”) to inform you of how information is used and securely stored. By your employment, or submission of an application for employment, you expressly acknowledge that you have read, understand, and agree to all of the terms of this Privacy Statement, as outlined below and as it may be modified by RSR from time to time without prior notice.

### **1. Individuals covered by this statement**

This Statement applies to:

- a. Employees of RSR;
- b. Associates that provide temporary labor services to RSR; and
- c. Applicants of a. and b.

### **2. What personal information is collected and how it’s used**

The categories of information below are collected by RSR. Once you choose to provide RSR with personal information, you can be assured it will be used only to support your employment and/or prospective employment relationship with RSR.

RSR does not and will not sell your personal information, under any circumstances.

#### Sensitive Personal Information

Sensitive Personal Information is information that reveals a social security number, account log-in information, access code, banking, or credit card information.

Sensitive personal information is only used by RSR when you submit the information for employment and/or prospective employment purposes. Sensitive personal information, such as banking information is only used for compensation purposes and is not used for other purposes.

**Sensitive personal information is not shared or sold to third parties.**

#### Personal Information

Personal Information is information that may be used to personally identify an individual, such

as your name, address, email address, telephone number, professional information, and IP address.

Personal information is only used by RSR to conduct business and comply with government regulations (employment, tax, insurance, etc.). RSR collects various personal and other information depending on your employment responsibilities, citizenship, location of employment, and other factors.

### **3. How your information is kept secure**

RSR is committed to protecting the information you provide. To prevent unauthorized access or disclosure, to maintain information accuracy, and to ensure the appropriate use of the information, RSR has in place appropriate physical and managerial procedures to safeguard the information collected.

RSR employs reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to ensure the confidentiality of your personal information.

When no longer necessary for business purposes, personal information is destroyed.

### **4. Use of your information and retention**

RSR will not sell your sensitive personal information or personal information to others.

RSR will not share or otherwise distribute to any third party any of your personally information without your prior permission except under the following circumstances:

- a. Legal requests and investigations - RSR may disclose any information about you when, in RSR's opinion, such disclosure is necessary to prevent fraud or to comply with any statute, law, rule, or regulation of any governmental authority or any order of any court of competent jurisdiction.
- b. Third-party service providers - RSR may, from time to time, outsource some or all of the operations of our business to third-party service providers. In such cases, it will be necessary for RSR to disclose your information to those service providers. In some cases, the service providers may collect information directly from you on RSR's behalf. RSR restricts how such service providers may access, use, and disclose your information.
- c. Agents - RSR employs other companies and individuals to perform functions on RSR's behalf. Examples include processing compensation, providing employee benefits, and performing legal and other professional services. These agents have access to your information needed to perform their functions, but they may not use it for other purposes.
- d. Protection of RSR and Others: RSR releases information when RSR believes release is appropriate to comply with the law; enforce or apply RSR policies and other agreements; or protect the rights, property, or safety of RSR, its employees, or others. However, this does not include selling, renting, sharing or otherwise disclosing personally identifiable

information from employees for commercial purposes in violation of the commitments set forth in this Privacy Statement.

## **5. How to Opt Out of Information Sharing**

You may opt out of personal information sharing by emailing [hr@rsrgroup.com](mailto:hr@rsrgroup.com).

This option is limited to California residents.

## **6. How to request the deletion or correction of your personal information**

You must immediately update your information when and if it changes so that RSR can maintain accurate information about you. Although you may change your information, RSR may maintain such prior information about you.

You may request a copy of your personal information, request your personal information be corrected, or request your personal information be deleted by contacting Human Resources at [hr@rsrgroup.com](mailto:hr@rsrgroup.com).

RSR will not discriminate against you for exercising the rights you are entitled to by law.

## **7. Changes to this Statement**

If there are updates to the terms of this Privacy Statement, RSR will publish those changes and update the revision date in this document, so you will always know what information is being collected online, how it is being used, and what choices you have.

## **8. Contact us**

If you have comments or questions about this Privacy Statement, please contact Human Resources at [hr@rsrgroup.com](mailto:hr@rsrgroup.com).