

Applicant CCPA Notice

Last Updated: Jan. 1, 2023

This notice pertains to job applicants covered by the California Consumer Privacy Act (“CCPA”) and describes the categories of personal information that may be collected by UFP Technologies, Inc. and its affiliates (“Company”) in connection with your application for employment and the purposes for which such information may be collected and used. We will retain your data for the duration of our relationship, subject to our legal obligations.

Categories of Personal Information Collected

Identifiers and Contact information. This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver’s license or state identification numbers, and other similar contact information and identifiers.

Protected classification information. This category includes characteristics of protected classifications under California or federal law.

Internet or other electronic network activity information. This category includes without limitation:

- all activity on the Company’s information systems, such as internet browsing history, search history, and email communications, and
- all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, and app use.

Audio, electronic, visual, thermal, olfactory, or similar information. This category includes, for example, information collected from camera, thermometers, and similar devices.

Professional and employment-related information. This category includes without limitation:

- data submitted with employment applications including employment history, recommendations, etc.,
- background check and criminal history,
- work authorization, and
- fitness for duty data and reports.

Education information. This category includes education history.

Limited medical information. This category includes without limitation:

- symptoms, test results, and other indicators of exposure to the coronavirus (COVID-19) and related vaccination status information
- fitness for duty data and reports,
- leave of absence information including family obligations, physical and mental health data concerning employee and his or her family members, and
- travel information and information regarding close contacts.

Sensitive Personal Information. This category includes sensitive information such as:

- social security, driver’s license, state identification card, or passport number,
- racial or ethnic origin, religious or philosophical beliefs, or union membership,
- biometric information for the purpose of uniquely identifying a consumer, and
- information concerning health and sex life or sexual orientation.

Purposes for which Personal Information is Used

- Collect and process employment applications, including confirming eligibility and qualifications for employment, background, and related checks, as necessary.
- Evaluate an individual's appropriateness for a particular position at the Company, or promotion to a new position.
- Communicate with you about your application.
- Maintaining personnel records and record retention requirements.
- Complying with applicable state and federal labor, employment, equal employment opportunity, and related laws.
- Preventing unauthorized access to or use of the Company's property, including the Company's information systems, electronic devices, network, and data.
- Investigating complaints, grievances, and suspected violations of Company policy.
- Protect the legal rights, privacy, safety or property of Company or its employees, agents, contractors, customers, or the public.
- Protect against fraud or other illegal activity or for risk management purposes.
- Enforce the Company's website's terms of use.
- Design, implement, and promote the Company's diversity and inclusion programs.
- Improve safety of our facilities for employees, customers, and the public with regard to use of Company property and equipment.
- To facilitate other business administrative functions and strategic activities, such as risk management, information technology and communications, financial management and reporting, workforce and succession planning, mergers, and acquisition activities; and maintenance of licenses, permits and authorization applicable to Company operations.

To carry out the purposes outlined above, the Company may share information with third parties, such as background screening vendors, third-party staffing vendors and information technology vendors, outside 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. We reserve the right to amend this Notice at any time without advance notice. For more information on your rights under the California Privacy Rights Act, please see our Privacy Policy <https://www.ufpt.com/privacy-policy.html>.

If you have questions about this notice, Amy Concannon, VP of Human Resources, 978-352-2200.