



CTBC BANK

NOTICE AT COLLECTION

EMPLOYMENT CONTEXT

The California Consumer Privacy Act ("CCPA"), as amended by the California Privacy Rights Act of 2020 ("CPRA") and its implementing regulations, requires CTBC Bank USA ("Bank" "us" or "we") to provide you with this Notice at Collection prior to collecting personal information from you.

In connection with your current employment with us or the submission of an application for employment with us, we may need to collect certain personal information (including sensitive personal information) from you. The categories of personal information and sensitive personal information we may collect, examples of specific personal information that could be included in those categories, the business purposes for which we might need to collect such information, how long we retain such information, and whether such information is sold to or shared with third parties is set out as follows:

Personal Information We Collect

Categories of Personal Information We Collect

- **Personal identifiers, including those listed in California Civil Code Section 1798.80(e):** this includes items such as *your* legal name, aliases, postal address, unique personal identifier, online identifier, IP address, email address, account name, home address, home telephone number, mobile telephone number, insurance policy number, education, employment history, bank account number
- **Characteristics of protected classifications:** this means characteristics about you which may be protected under state or federal law such as date of birth/age; sex; gender; military or veteran status; marital status; nationality; citizenship; or information obtained about you with respect to requests for leave made pursuant to state or federal law.
- **Biometric information:** this means information related to an individual's physiological, biological or behavioral characteristics, such as a fingerprint, voice recordings or key stroke patterns and rhythms
- **Professional or Employment information:** this means any information related to your professional experiences or other employment-related information, such as your experience with your current employer or your employment history with prior employers.
- **Education information:** this means any information related to your education history, such as educational institutions you have attended and/or from which have graduated.
- **Internet or other electronic network activity information** means information regarding your activity on the internet or another electronic network during the course of your employment, including information about how you use the Bank's electronic resources while working
- **Sensory Information:** means information and communications obtained from audio, electronic, visual and similar recording devices, such as images obtained from video recordings or photographs.

- **Geolocation data:** means information derived from a device that can be used or is intended to be used to locate your physical location, such as an Internet Protocol (IP) location.
- **Inferences:** means any inferences drawn from any of the information identified above to create a profile reflecting your preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

Categories of Sensitive Personal Information We Collect

- **Identification Numbers** which means any information that reveals an individual's identity such as social security number, driver's license number, state identification card number, permanent resident card or passport number.
- **Processed Biometric Information** is any Biometric information which the Bank performs an operation, set of operations or other procedure on, whether or not by automated means, for the purpose of uniquely identifying an individual.
- **Health Information** is any personal information collected and analyzed concerning an individual's health, such as information we obtain to process requests for leave for an employee's health condition.
- **Background Information** is any information that reveals an individual's racial or ethnic origin and citizenship or immigration status.
- **Personal Information of Individuals Under the Age of 16** is personal information as identified in the "Categories of Personal Information We Collect" for employees and applicants that we have actual knowledge are under the age of 16.

Use of Information

We collect the categories of personal information and categories of sensitive personal information for the following purposes:

Managing Human Resource Functions:

- Workforce planning
- Recruiting, hiring, and onboarding
- Performing background or credit checks
- Implementing diversity and inclusion initiatives
- Increasing employee engagement
- Training and career development
- Assessing performance
- Determining promotions, transfers, salary, awards, and bonuses
- Managing disciplinary matters
- Managing payroll and business expenses
- Administering leave requests
- Employee communications
- Administration of benefits
- Promoting employee health and safety

Conducting business operations:

- Budgeting
- Recordkeeping and reporting requirements
- Managing infrastructure and company assets
- Strategic planning
- Maintaining security
- Emergency response and business continuity
- Conducting audits
- Pursuing or defending legal or administrative claims

Monitoring:

- Compliance with internal policies and procedures
- Use of company resources
- Any other monitoring activities permitted by applicable laws

Compliance with:

- Legal and regulatory obligations
- Court or other government directives
- Internal policies and procedures

Investigating:

- Reports of wrongdoing
- Policy violations
- Internal complaints

Retention of Personal Information

The Bank will retain your personal information to carry out its activities and as otherwise required or permitted by applicable law. The criteria we use to determine how long to retain your personal information is based on a number of important factors, such as:

- The regulatory guidelines applicable to the activities or context in which the personal information was collected.
- Federal and state laws and regulations which may mandate we retain your personal information for a specific length of time;
- Whether the Bank needs the personal information to carry out its responsibilities as an employer;
- Whether the personal information is associated with a former or current employee of the Bank; and
- Whether the personal information may be required in order for the Bank to defend or pursue legal claims in court or to prevent or detect fraudulent or suspicious activity.

We will not retain your personal information for longer than necessary for the purposes set out in this notice.

No Sale of Personal Information

We **do not** sell or share your personal information to third parties for purposes of cross-contextual behavioral advertising. If you are employed by us, we may need to provide certain of your personal information to outside parties who provide support services to us. For example, we will need to provide your personal information to our payroll processor and the vendors who provide employee benefits.

Link to Privacy Policy

For more information about your privacy rights, please refer to our Privacy Policy as required by the applicable law, which is available at the following online link: <https://www.ctbcbankusa.com/Privacy>