



This notice applies to job applicants, employees, owners, directors, officers, or contractors of Lathrop GPM LLP residing in California from whom we collect Personal Information as a business under California law.

We collect this Personal Information directly from California residents or from publicly available databases and third-party sources of information.

Personal information is information that identifies, relates to, or could reasonably be linked with you or your household. It is usually your name in combination with another identifier, such as date of birth, postal address, email address, telephone number, or government-issued identification number.

### **Categories of Personal Information Collected**

We may collect the following categories of Personal Information from job applicants, employees or contractors:

*Identifiers* such as name, alias, postal address, unique personal identifier, online identifier, internet protocol address, email address, account name, social security number, driver's license or state identification card number, insurance policy number, passport number, or other similar identifiers.

*Additional identifiers* such as signature, physical characteristics or description, telephone number, education, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.

*Information regarding protected characteristics* such as race or color, ancestry or national origin, religion or creed, age (over 40), mental or physical disability, sex (including gender and pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity or expression, medical condition, genetic information, marital status, military and veteran status.

*Internet activity Information* such as browsing history, search history, and information regarding an individual's interaction with an internet website, application or advertisement.

*Geolocation data* such as an individual's precise physical location obtained from a device or otherwise.

*Sensory information* such as audio or video recordings or other electronic, visual, thermal, olfactory or similar information.

*Professional or employment-related information* such as job application or resume information, past and current job history, and job performance information.

*Non-Public Education Information* (as defined in 20 U.S.C. 1232g; 34 C.F.R. Part 99) such as records that are directly related to a student maintained by an educational agency or institution or by a party acting for the agency or institution.

*Inferences Drawn from Personal Information* such as profiles reflecting an individual's preferences, characteristics, psychological trends, preferences, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

We do not collect the following categories of Personal Information:

*Commercial Information* such as records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.

*Biometric information* such as physiological, biological, or behavioral characteristics, including DNA, that can be used, singly or in combination with each other or with other identifying data, to establish individual identity.

## **Use of Personal Information**

We use this Personal Information for our employment purposes and to operate, manage, and maintain our business.

Our employment purposes include, for example, recruiting employees, background checks, administering benefits and payroll, monitoring work eligibility, reviewing performance and handling personal, medical and family leave requests.

Our business purposes include, for example, developing and improving our services and programs for our employees; conducting research, analytics, quality assurance and data analysis; detecting and preventing fraud; performing identity verification; performing accounting, audit, and other internal functions, such as internal investigations; complying with law, legal process, and internal policies; maintaining records; and exercising and defending legal claims.

We retain Personal Information for no longer than necessary to fulfill the purposes for which it is used.

## **Sharing of Personal Information**

We do not sell your information to third parties for any purpose, meaning we do not disclose it in exchange for money or other valuable consideration.

Our employees view your Personal Information to perform their jobs and service your needs. We authorize their access to your Personal Information on a need-to-know basis to provide you with our products or services, or for one of the other reasons listed in this Privacy Policy.

We share your information with service providers who assist us in our human resources and related employment functions, and require them to protect that information, use it only for the purposes it was shared and not share it.

We share your information with our Affiliates, and with vendors and agents acting on our behalf as described in this Privacy Policy in compliance with these terms. "Affiliates" are those persons or entities directly or indirectly controlling, controlled by, or under common control with the Firm.

We may sell, transfer and/or disclose your Personal Information as part of a business divestiture, sale, merger, or acquisition of all or a part of our business. If another firm acquires our firm, business, or assets, that firm will possess the Personal Information collected by us and will assume the rights and obligations regarding your Personal Information as described in this Privacy Policy. In the event of an insolvency, bankruptcy, or receivership, your Personal Information may also be transferred as a business asset.

Over the past twelve (12) months, we have collected and disclosed the following Categories of Personal Information for purposes described in this Policy.

| Categories of PI Collected | Examples   | Categories of Third Parties to Whom Disclosed  |
|----------------------------|--|--|
| Identifiers                | Real name, alias, postal or mailing address, email address, telephone number, job applicant portal username and password, Social Security Number, driver's license or state identification card number   | <ul style="list-style-type: none"> <li>• Affiliates, IT and cloud/hosting service providers, such as our email providers, business application providers, managed services providers and IT consultants</li> <li>• Vendors that perform background checks and other Human Resources services</li> <li>• Professional advisors (accountants, lawyers, and auditors)</li> <li>• Past employers and references of our job applicants</li> </ul> |
| Additional Identifiers     | <p>A name, signature, Social Security Number, physical characteristics or description, address, telephone number, driver's license or state identification card number, education, employment information, medical information, or health insurance information</p> <p>Some personal information included in this category may</p> | <ul style="list-style-type: none"> <li>• Affiliates, IT and cloud/hosting service providers, such as our email providers, business application providers, managed services providers and IT consultants</li> <li>• Vendors that perform background checks and other Human Resources services</li> <li>• Professional advisors (accountants, lawyers, and auditors)</li> <li>• Past employers and references of our job applicants</li> </ul> |

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|   | overlap with other categories.  |   |
| Information regarding protected characteristics | Race, ethnicity, national origin, sex, gender, sexual orientation, gender identity, age, disability, military status  | <ul style="list-style-type: none"> <li>• Affiliates, IT and cloud/hosting service providers, such as our email providers, business application providers, managed services providers and IT consultants</li> <li>• Vendors that perform background checks and other Human Resources services</li> <li>• Professional advisors (accountants, lawyers, and auditors)</li> </ul> |
| Internet or other similar network activity      | IP addresses, access logs, browsing history, search history, and information regarding an individual's interaction with an internet website, application or advertisement | <ul style="list-style-type: none"> <li>• Affiliates, IT and cloud/hosting service providers, such as our email providers, business application providers, managed services providers and IT consultants</li> </ul>  |
| Geolocation data                                | Individual's precise physical location obtained from a device or otherwise.   | <ul style="list-style-type: none"> <li>• Affiliates, IT and cloud/hosting service providers, such as our email providers, business application providers, managed services providers and IT consultants</li> </ul>  |
| Sensory data                                    | Audio recordings, voicemail, or similar information   | <ul style="list-style-type: none"> <li>• Affiliates, IT and cloud/hosting service providers, such as our email providers, business application providers, managed services providers and IT consultants</li> </ul>  |
| Professional or employment-related information  | Job application or resume information, past and current job history, and job performance information  | <ul style="list-style-type: none"> <li>• Affiliates, IT and cloud/hosting service providers, such as our email providers, business application providers, managed services providers and IT consultants</li> <li>• Vendors that perform background checks and other Human Resources services</li> </ul>   |

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| <p>Non-Public Education Information</p> | <p>Records that are directly related to a student maintained by an educational agency or institution or by a party acting for the agency or institution</p> | <ul style="list-style-type: none"> <li>• Affiliates, IT and cloud/hosting service providers, such as our email providers, business application providers, managed services providers and IT consultants</li> <li>• Vendors that perform background checks and other Human Resources services</li> </ul> |
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## California Privacy Rights

If you are a California resident, you may have certain rights with respect to your Personal Information including:

1. the right to know, by way of our Privacy Policies and any specific inquiries you direct to us, where personal information we have about you comes from, what we use that information for, whether it is being disclosed or sold, and to whom it is being disclosed or sold;
2. the right to “opt-out” of Lathrop GPM’s sale of your Personal Information to any third parties;
3. the right to request Lathrop GPM to stop sharing your Personal Information to third parties;
4. the right, with some exceptions, to have your Personal Information deleted from Lathrop GPM’s possession or control;
5. the right to correct inaccuracies in your Personal Information; and
6. the right to not be retaliated against for exercising your privacy rights.

To make a request regarding your Personal Information, or if you have any questions or concerns about your California privacy rights, our Privacy Policy or our use of your Personal Information, please send an e-mail to [privacy@lathropgpm.com](mailto:privacy@lathropgpm.com) or contact us at:

Lathrop GPM  
 Attention: California Privacy Rights  
 2345 Grand Blvd, Ste 2200  
 Kansas City, MO 64108  
[privacy@lathropgpm.com](mailto:privacy@lathropgpm.com)  
 1.800.476.4204

## Changes to this Policy

We may change our Privacy Policy from time to time. We will post those changes here and reflect the date they were updated below.

## Contact Us

If you have questions about our use of your Personal Information or this Privacy Policy, please contact:

Lathrop GPM  
Attention: California Privacy Rights  
2345 Grand Blvd, Ste 2200  
Kansas City, MO 64108  
[privacy@lathropgpm.com](mailto:privacy@lathropgpm.com)  
1.800.476.4204

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