

Privacy Notice for California Employees, Contractors, Dependents, Emergency Contacts and Job Applicants

Berkshire Hathaway Homestate Insurance Company, Brookwood Insurance Company, Continental Divide Insurance Company, Cypress Insurance Company, Oak River Insurance Company, Redwood Fire and Casualty Insurance Company and their affiliates (collectively, the “Company,” “we,” “us,” or “our”) adopt this notice to comply with the California Consumer Privacy Act of 2018 (“CCPA”). This notice applies solely to current and former employees of the Company, independent contractors, dependents and beneficiaries of employees, emergency contacts for employees, and job applicants who reside in the State of California (“you,” or “your”). Any terms defined in the CCPA have the same meaning when used in this notice.

“Personal information” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household. Personal information does not include publicly available information.

We may collect the following categories of your personal information, which may be used for one or more of the following purposes:

Categories Of Personal Information Collected	Purposes For Which Personal Information Is Used
<p><u>Identifiers and Contact information.</u> This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver’s license or state identification numbers, bank account information, and other similar contact information and identifiers.</p>	<ul style="list-style-type: none"> • Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding • Processing payroll and employee benefit plan and program administration including enrollment and claims handling • Maintaining personnel records and record retention requirements • Communicating with employees and/or employees’ emergency contacts and plan beneficiaries • Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws • Preventing unauthorized access to or use of property, including information systems, electronic devices, network, and data • Ensuring employee productivity and adherence to the Company’s policies • Investigating complaints, grievances, and suspected violations of Company policy
<p><u>Protected classification information.</u> This category includes characteristics of protected classifications under California or federal law.</p>	<ul style="list-style-type: none"> • Complying with applicable state and federal Equal Employment Opportunity laws • Design, implement, and promote diversity and inclusion programs
<p><u>Internet or other electronic network activity information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> • all activity on the Company’s information systems, such as internet browsing history, search history, intranet activity, email communications, social media postings, stored documents and emails, usernames and passwords • all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an Employee’s use of company-issued devices 	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of information systems • Ensure compliance information systems policies and procedures • Complying with applicable state and federal laws • Preventing unauthorized access to, use, or disclosure/removal of the Company’s property, records, data, and information • Enhance employee productivity • Investigate complaints, grievances, and suspected violations of Company policy • Detecting security incidents, protect against malicious, deceptive, fraudulent, or illegal activity
<p><u>Geolocation data.</u> This category includes GPS location data from company-issued mobile devices and company-owned vehicles.</p>	<ul style="list-style-type: none"> • Improve safety of employees, customers and the public with regard to use of property and equipment • Preventing unauthorized access, use, or loss of property • Improve efficiency, logistics, and supply chain management
<p><u>Biometric information.</u> This category includes fingerprint scans and related information, and certain wellness metrics.</p>	<ul style="list-style-type: none"> • Improve accuracy of time management systems • Enhance physical security • Provide benefit plan offerings to promote health and prevent disease
<p><u>Professional and employment-related information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> • data submitted with employment applications including salary history, employment history, employment recommendations, etc. • background check and criminal history; • work authorization • fitness for duty data and reports 	<ul style="list-style-type: none"> • Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding • Employee benefit plan and program design and administration, including leave of absence administration • Maintaining personnel records and complying with record retention requirements

<ul style="list-style-type: none"> • performance and disciplinary records • salary and bonus data • benefit plan enrollment, participation, and claims information • leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members 	<ul style="list-style-type: none"> • Communicating with employees and/or employees' emergency contacts and plan beneficiaries • Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws • Business management • Preventing unauthorized access to or use of property, including the Company's information systems, electronic devices, network, and data • Ensuring employee productivity and adherence to the Company's policies • Recruiting • Investigating complaints, grievances, and suspected violations of Company policy
<p><u>Education information.</u> This category includes education history.</p>	<ul style="list-style-type: none"> • Evaluate an individual's appropriateness for a particular position, or promotion to a new position.
<p><u>Sensory data.</u> This category includes audio, electronic, visual, or similar information.</p>	<ul style="list-style-type: none"> • Recruiting • Marketing • Enhance physical security • Preventing unauthorized access to or use of property, • Ensuring employee productivity and adherence to the Company's policies • Investigating complaints, grievances, and suspected violations of Company policy
<p><u>Inferences drawn from the PI in the categories above.</u> This category includes without limitation preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.</p>	<ul style="list-style-type: none"> • Business management

In addition to the purposes identified above, we may use and disclose any and all personal information that we collect as necessary or appropriate for our core business purposes, such as providing quotes for insurance, processing applications, establishing and servicing policies, claims handling, providing customer support, and furnishing other insurance services.

A category of personal information may include other, similarly categorized information in addition to the examples listed above.

We will not collect additional categories of personal information or use the personal information we collected for materially different, unrelated, or incompatible purposes without further notice to you.

This notice can be accessed in an alternative format by contacting Human Resources at hr-wc@bhhc.com.

To view our California Privacy Policy, please visit our website at <https://bhhc.com/california-privacy-policy.aspx>.