

CCPA Notice at Collection

This notice makes disclosures to job applicants, employees, contractors, officers, owners, and directors who are California residents under the California Consumer Privacy Act of 2018, as amended.

The following table describes the categories of personal information that Commercial Bank of California may collect about you in connection with your role and the purposes for which that information shall be used. For each category we may collect one or more of the examples listed.

Category	Examples	Purpose(s)
Identifiers	real name, signature, alias, address, telephone number, email address, Internet Protocol address, device identifier, browser cookies, web beacon, pixel tag, mobile ad identifier, other unique personal identifier, online identifier, account name, Social Security number, driver's license or state ID number, passport number, insurance policy number, physical characteristics or description, or other similar identifiers.	Identifiers are collected for the purpose of application, recruiting, payroll, I-9 verification and onboarding processes.
Emergency contact information	Emergency contact's full name, nature of relationship to you, address, phone number	If a new hire is onboarded, emergency contact information is collected. If they are injured or ill and are unable to communicate, having an emergency contact to receive information on medical treatment or reach out to those who can, is critical.
Financial Information	bank account number, credit card number, debit card number, or any other financial information.	Bank account numbers are collected for direct deposit and expense re-imburements.

Medical or Health Insurance Information	medical conditions, medical treatment, medical history, or any other medical or health insurance information.	For the purpose of administering benefits, HR has access to medical identification numbers but are not privy to medical conditions, history or treatment. Depending on doctor's notes due to sick, leave of absences and workers compensation, we are sometimes exposed to protected health information (PHI). Under HIPPA, we do not inquire about PHI.
Information necessary to administer benefits for your family members or other dependents	Dependent's or other individual's full name, address, and SSN.	Dependent information is taken (name, address, SSN) if they are included in the employees' benefits. This is needed to administer company benefits
Protected Classification Information	age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).	<p>Providing protected class information is optional, although we encourage it due to the following mandatory and yearly reports:</p> <ul style="list-style-type: none"> • Affirmative Action Report • EEO-1 Report • EEO Component 2 Report • Vets4212 Report. <p>Citizenship information is required for the I-9 Verification process.</p>
Biometric Information	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	Background fingerprinting is taken during criminal background check after an initial offer is made. Criminal background check is important to protect the company, mitigate risk and avoid potential negligent hiring lawsuits.
Professional or Employment-Related Information	Current or past job history or performance evaluations.	The purpose of performance evaluation process and past job history are to promote communication and provide useful feedback about job performance, to facilitate better working relationships, and to provide a historical record of performance in order to contribute to the employees' professional development.
Inferences Drawn from Other Personal Information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	Reference checks for potential employees are done to provide the company a useful insight in order to make a better hiring decision.