



## PRIVACY NOTICE FOR CALIFORNIA OWNERS, DIRECTORS, OFFICERS, EMPLOYEES, CONTRACTORS AND JOB APPLICANTS

The California Consumer Privacy Act ("CCPA" or "Act") grants residents of the State of California (hereinafter "you" or "consumer") certain privacy rights in their personal information. The CCPA requires that a business that collects personal information from an employee, owner, officer, director contractor or job applicant disclose, at or before the point of collection, the categories of personal information to be collected and the purposes to which that information is to be used. This Privacy Notice is intended to meet that requirement. This Privacy Notice only applies to residents of the State of California.

Additional information about our law firm's privacy practices and your rights under the CCPA can be found in our Online Privacy Policy at: [https://www.hinshawlaw.com/privacy\\_policy.html](https://www.hinshawlaw.com/privacy_policy.html).

### Personal Information

The CCPA defines personal information as 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 under the CCPA, however, does not include:

- Deidentified or aggregated consumer information.
- Publicly available information from federal, state or local government records.
- Information excluded from the scope of the CCPA:
  - (i) Medical or health information covered by the Health Insurance and Portability and Accountability Act of 1966 ("HIPAA") and the California Confidentiality of Medical Information Act ("CMIA") or clinical trial data.
  - (ii) Personal information covered by certain sector-specific privacy laws such as the Fair Credit Reporting Act ("FCRA"), the Gramm-Leach-Bliley Act ("GLBA"), or California Financial Information Privacy Act ("FIPA") and the Driver's Privacy Protection Act of 1994.

This chart identifies categories or examples of personal information covered by the CCPA:

Category	Examples	Collected
----------	----------	-----------

A. Identifiers	A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.	YES
B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code §1798.80(e))	A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories.	YES
C. Protected classification characteristics under California or federal law	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).	YES
D. Commercial information	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	NO
E. 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.	NO
F. Internet or other similar network activity	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.	NO
G. Geolocation data	Physical location or movements.	NO

H. Sensory data	Audio, electronic, visual, thermal, olfactory, or similar information	YES
I. Professional or employment-related information	Current or past job history or performance evaluations.	YES
J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99))	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	YES
K. Inferences drawn from other personal information	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities and aptitudes.	NO

### **Purposes For Which Your Information Will Be Used**

First of all you should know that:

We do not and will not sell your personal information.

We will not share your personal information with third parties for marketing purposes.

We will not use your personal information to make any automated decisions affecting you.

We will use and process any personal information we receive to:

- To evaluate your suitability for employment, partnership or any continuation thereof;
- To calculate your salary and any withholding for state or federal taxes, social security payments and any benefits offered or required by the Firm;
- To make salary payments or direct deposits;
- To evaluate and permit your participation in any retirement plan offered by the firm in which you are eligible to participate under the terms of that plan and to administer your participation in and payments made to or from any plan;
- To evaluate and administer any benefits offered by the Firm for which you are eligible, and to pay and or dispute claims;
- For possible inclusion in any affirmative action programs for veterans or individuals with disabilities;

- To track the use of vacation, sick days, disability or leave policies;
- To notify a person you designate in the event of an emergency;
- To comply with any legal obligation imposed upon us by law;
- To provide any legal advice or services you may request;
- To defend or prosecute a lawsuit, administrative proceeding, or any type of legal, regulatory or administrative claim, challenge or dispute which may include responding to discovery requests involving your information;
- To negotiate, conduct due diligence, document, settle or close a deal, transaction, contract or legal dispute, including the issuance of opinions to third parties in connection with the foregoing;
- To communicate with you or a related third party such as our insurer, any benefits or claims administrator or your agent, broker or a claim administrator about the status, developments or the outcome or our legal analysis of the claim or dispute;
- To comply with any legal demands or orders issued in an administrative proceeding, by a tribunal or court of law, or to comply with a regulatory obligation imposed by a governmental or regulatory agency or official, which could include meeting various compliance, screening, or recordkeeping requirements, anti-money laundering, financial and credit checks, fraud and crime prevention requirements, and which may require manual or automated checks of your personal information against various databases and lists;
- To respond for requests for proposals (“RFPs”), to highlight your knowledge, background, experience for marketing purposes, for making pitches to clients, to respond to client inquires or questionnaires, or in business development and marketing efforts to attract new clients or business and/or to retain existing clients and business;
- For any other purpose necessary for the legitimate interests of our Firm such as compliance with affirmative action obligations;
- To comply with federal state and local laws and regulations including civil rights laws and ERISA.
- To fulfill or meet the reasons you provided us the information, including to process your requests, transactions or payments and to prevent transaction fraud;
- To help maintain the safety, security, and integrity of our website, products, services, databases, networks, and other technical assets and business;

- To improve, develop, modify or support our products and services, to update and maintain client contact or email lists and for other internal purposes;
- To respond to lawful requests for information through court orders, subpoenas, warrants and other legal process, obligations or governmental regulations;
- To protect the operations of our law firm, or the safety, security and privacy of our Firm, our lawyers and staff, our clients or third parties. This potentially includes sharing information with others for purposes of fraud protection, information security, and related matters;
- For any purpose related to any of the foregoing.

### **Categories of Third Parties With Whom We May Share Your Personal Data**

We will share personal data received when necessary to administer our payroll, benefits or plans. This may require that we share your information with vendors like ADP, or others such as accountants, actuaries, insurers or a third-party administrator or consultant used by an insurer, or vendors we retain to assist us when necessary to accomplish any of the purposes noted above. This can include with deposition officers, court reporters, videographers, notaries, trial consultants, judges, courts, tribunals, arbitrators, and mediators involved in the resolution of a dispute. When relevant to our business development efforts we may share your information with existing or potential clients.

We may also share your personal information with courts of law, law enforcement authorities, governmental officials or regulators, attorneys or other parties when it is reasonably necessary for the establishment, exercise or defense of a legal or equitable claim, or for purposes of an alternative dispute resolution process; to comply with a subpoena or court order, legal process, or other legal requirement or when we believe in good faith that such disclosure is necessary to comply with the law, to prevent imminent physical harm or material financial loss, to investigate, prevent or take action concerning illegal activities, suspected fraud, threats to our Firm, any of its lawyers or our property; or as necessary in connection with an investigation of fraud, intellectual property infringement, piracy or other unlawful activity.

### **Questions**

We welcome any questions about our privacy practices and this notice. If you have any questions, please contact our Firm's General Counsel, Steven Puiszis. Mr. Puiszis can be reached by phone at 312-704-3243, via email at [spuiszis@hinshawlaw.com](mailto:spuiszis@hinshawlaw.com) or you can write him at: Hinshaw & Culbertson LLP, 151 North Franklin Street, Suite 2500, Chicago, Illinois 60606.