

Privacy Policy for California Residents

Effective: May 25, 2023.

This Privacy Policy for California Residents (“**CCPA Privacy Policy**”) applies to Anning-Johnson Co. and its affiliates (collectively, (“**AJ**,” “**we**,” “**us**,” or “**our**”) processing of personal information of California residents to the extent the information is subject to the California Consumer Privacy Act of 2018 as amended by the California Privacy Rights Act of 2020 (“**CCPA**”). For example, this Privacy Policy does not apply to personal information collected pursuant to various exemptions including for (i) information collected subject to the federal Gramm-Leach-Bliley Act and its implementing regulations or the California Financial Information Privacy Act, (ii) medical and health information covered by HIPAA, and (iii) de-identified or publicly available information.

Personal Information We Collect, Use, Disclose, Share, or Sell

Categories of Personal Information We Collect, Categories of Sources of Personal Information, Business or Commercial Purposes for Which Personal Information Will Be Used, and Third Parties with Whom Personal Information is Sold, Shared, or Disclosed.

We collect 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”). The chart below includes information collected for various types of individuals, such as our customers, employees, and others. As a result, not all of the categories of collected personal information described below may be applicable to you. Within the last twelve (12) months, we may have collected the following categories of personal information from the sources identified below for the business and commercial purposes indicated, and disclosed, shared, or sold (as indicated) such categories of personal information with the specified categories of third parties:

Category of Personal Information	Examples of Personal Information Collected	Categories of Sources of Personal Information Collected	Business or Commercial Purpose(s) for Which Collected or Disclosed	Categories of Third Parties to Which Personal Information is Disclosed
Identifiers	A real name, alias, postal address, unique personal identifier, social security number, driver's license number, online identifier, Internet Protocol address, email address, account name or other similar identifiers.	<p>Directly from you, for example when you apply to work for us or in your duties as our personnel, or as a customer when you fill out our forms, or from your transactions with us.</p> <p>From third-parties that interact with us in relation to hiring or human resources operations and in connection with the products and/or services that we provide.</p>	<p>We use this personal information for performance of our services and for our business operations or for human resources purposes. For example:</p> <ul style="list-style-type: none"> • Tracking orders, or • Providing you with the services that you request, such as by completing transactions, or providing a quote for one of our products, or • Communicating with you, for example to respond to inquiries, or • To help maintain the safety, security, and integrity of our website, information systems, databases and other technology assets, or • To create, maintain, customize, and secure accounts with us, • To provide alerts or other messages via email and/or text messages concerning our products or services that may be of interest to you, or • For testing, research, analysis, and product development, including to develop and improve our website, products and services. • To identify individuals to administer benefits and leave of absence programs and payroll, • To communicate with Personnel, or • To keep track of records related to our relationship with Personnel, or • To evaluate applicants for employment, or • To obtain a background check, consumer report, or investigative consumer report about Personnel, or • To allow Personnel physical access to our premises. 	<p>With our affiliates, and service providers, in connection with our business operations and human resources functions.</p> <p>As required by law to governments or others.</p>

Category of Personal Information	Examples of Personal Information Collected	Categories of Sources of Personal Information Collected	Business or Commercial Purpose(s) for Which Collected or Disclosed	Categories of Third Parties to Which Personal Information is Disclosed
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.	See above.	<p>We use this personal information for performance of our services and for our business operations or human resources functions. For example:</p> <ul style="list-style-type: none"> • Tracking orders, or • Providing you with the services that you request, such as by completing transactions, or • Communicating with you, for example to respond to inquiries. • To identify individuals to administer benefits and leave of absence programs and payroll, • To communicate with Personnel, or • To keep track of records related to our relationship with Personnel, or • To evaluate applicants for employment, or • To obtain a background check, consumer report, or investigative consumer report about Personnel, or • To allow Personnel physical access to our premises. 	<p>With our affiliates, and service providers, in connection with our business operations and human resources functions.</p> <p>As required by law to governments or others.</p>
Characteristics of protected classifications under California or federal law	Age, national origin, citizenship, marital status, physical or mental disability, sex, veteran or military status.	<p>Directly from you, for example when you apply to work for us or in your duties as our personnel.</p> <p>From third-parties that interact with us in relation to hiring or human resources operations.</p>	<p>We use Personnel's personal information for our business operations or human resource functions, including:</p> <ul style="list-style-type: none"> • To keep track of Personnel's eligibility to work in the United States, • For reporting to government agencies or regulators, or • To provide appropriate services and benefits to all Personnel. 	<p>With our affiliates, and service providers, in connection with our business operations and human resources functions.</p> <p>As required by law to governments or others.</p>

Category of Personal Information	Examples of Personal Information Collected	Categories of Sources of Personal Information Collected	Business or Commercial Purpose(s) for Which Collected or Disclosed	Categories of Third Parties to Which Personal Information is Disclosed
Commercial Information	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	<p>Directly from you, for example when you fill out our forms, or from your transactions with us.</p> <p>From third-parties that interact with us in connection with the products and/or services that we provide.</p>	<p>We use this personal information for performance of our services and for our business operations. For example:</p> <ul style="list-style-type: none"> • Providing you with the services that you request, such as by completing transactions, • Providing you with information about our products or services that may be of interest to you, • Developing additional products or services, or • Communicating with you, for example to respond to inquiries. 	<p>With our affiliates, and service providers, in connection with our business operations functions.</p> <p>As required by law to governments or others.</p>
Biometric Information	<i>We do not collect this category of personal information.</i>			

Category of Personal Information	Examples of Personal Information Collected	Categories of Sources of Personal Information Collected	Business or Commercial Purpose(s) for Which Collected or Disclosed	Categories of Third Parties to Which Personal Information is Disclosed
Internet or other electronic network activity information	<p>Browsing history, search history, online behavior, interest data, and interactions with our and other websites, applications, systems and advertisements.</p> <p>Network traffic and other electronic or internet activity performed when acting as our personnel through our systems.</p>	<p>As the result of your use of our online services, such as our website, consumer portals or mobile applications (if any), including through the use of cookies, Web beacons, embedded scripts, and other recognition and/or tracking technologies.</p> <p>Directly from you, for example when you apply to work for us or in your duties as our personnel.</p> <p>From third-parties that interact with us in relation to hiring or human resources operations.</p>	<p>We use this personal information for performance of our services and for our business operations or human resource functions. For example:</p> <ul style="list-style-type: none"> • To provide access to our website and the information about our products and services contained therein, • For the security of our website and information systems, • Providing you with information, including communications about products that may be of interest to you • To support, personalize, improve our website, products or services. • To facilitate Personnel’s use of our information systems, • To protect our information systems and other property from harm or damage, or • To secure our information systems against attacks or misuse, or • To verify compliance with our policies, procedures, and workplace rules. 	<p>With our affiliates, and service providers, in connection with our business operations and human resources functions.</p> <p>These may include Website support services, such as businesses that assist us with bill payment processing on our website, Services that help us manage and secure online access to account information, or Advertising or social media networks to direct content to consumers.</p> <p>As required by law to governments or others.</p>

Category of Personal Information	Examples of Personal Information Collected	Categories of Sources of Personal Information Collected	Business or Commercial Purpose(s) for Which Collected or Disclosed	Categories of Third Parties to Which Personal Information is Disclosed
Geolocation data	Geographic tracking data, physical location and movements.	<p>Directly from you, for example when you use our applications or applicable services.</p> <p>From third-parties that interact with us in connection with the products and/or services that we provide.</p>	<p>We use this personal information for performance of our services and for our business operations. For example:</p> <ul style="list-style-type: none"> Facilitate services provided related to remote worksite management. 	<p>With our affiliates, and service providers, in connection with our business operations functions.</p> <p>As required by law to governments or others.</p>
Sensory Data	Images and audio, video or call recordings created in connection with our business activities	<p>Directly from you, for example when you apply to work for us or in your duties as our personnel.</p> <p>From third-parties that interact with us in relation to hiring or human resources operations.</p>	<p>We collect this information as the result of voice messaging and security cameras on our premises, for internal business operations and security.</p>	<p>With our affiliates, and service providers, in connection with our business operations functions.</p> <p>As required by law to governments or others.</p>

Category of Personal Information	Examples of Personal Information Collected	Categories of Sources of Personal Information Collected	Business or Commercial Purpose(s) for Which Collected or Disclosed	Categories of Third Parties to Which Personal Information is Disclosed
Professional or employment-related information	<p>Business contact details in order to provide you our services at a business level, job title as well as work history and professional qualifications if you apply to work with us.</p> <p>Current and/or past employment history, payroll records, benefits records, leave documentation, or medical records</p>	<p>Directly from you, for example when you apply to work for us or in your duties as our personnel.</p> <p>From third-parties that interact with us in relation to hiring or human resources operations.</p>	<p>We use Personnel’s personal information for our business operations, including:</p> <ul style="list-style-type: none"> • Evaluating job applicants’ suitability for a job opening, • Making decisions about promotion and determinations about seniority, or • Supervision of Personnel and their performance, or • To verify Personnel’s licenses or certifications. 	<p>We may share personal information in connection with performance of our services, and for our business operations or human resources functions, including:</p> <p>Data analysis service providers, Legal service providers, Accounting service providers, or Administrative service providers.</p> <p>As required by law to governments or others.</p>

Category of Personal Information	Examples of Personal Information Collected	Categories of Sources of Personal Information Collected	Business or Commercial Purpose(s) for Which Collected or Disclosed	Categories of Third Parties to Which Personal Information is Disclosed
<p>Non-public education information (as defined in the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 C.F.R. Part 99))</p>	<p>Student records and directory information.</p>	<p>Directly from you, for example when you apply to work for us or in your duties as our personnel.</p> <p>From third-parties that interact with us in relation to hiring or human resources operations.</p>	<p>While we may collect information about your education history directly from you for the same purpose described above, we do not otherwise collect information directly from education agencies or institutions.</p>	<p>We may share personal information in connection with performance of our services, and for our business operations or human resources functions, including:</p> <p>Data analysis service providers, Legal service providers, Accounting service providers, or Administrative service providers.</p> <p>As required by law to governments or others.</p>

Category of Personal Information	Examples of Personal Information Collected	Categories of Sources of Personal Information Collected	Business or Commercial Purpose(s) for Which Collected or Disclosed	Categories of Third Parties to Which Personal Information is Disclosed
Inferences drawn from other personal information	A person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities and aptitudes.	<p>Directly from you, for example when you apply to work for us or in your duties as our personnel.</p> <p>From third-parties that interact with us in relation to hiring or human resources operations.</p>	<p>We use this personal information for performance of our services, and for our business operations or human resource functions. For example:</p> <ul style="list-style-type: none"> We collect this information to evaluate job applicants' suitability for a job opening. 	<p>We may share personal information in connection with performance for our business operations or human resources functions, including with:</p> <p>Service providers who help us operate our business and perform human resources functions.</p> <p>As required by law to governments or others.</p>
Sensitive Personal Information	Personal information that reveals: a Social Security number or other government identifier; account login information or a financial account number; contents of mail, email, or text messages; or limited information that concerns a consumer's health information related to their personnel benefits.	Directly from you, for example when you apply to work for us or in your duties as our personnel.	<p>We use this personal information for performance of our services, and for our human resource functions. For example:</p> <ul style="list-style-type: none"> We collect this information to evaluate job applicants' suitability for a job opening, including immigration status, In order to pay personnel, or to address other administrative requirements such as tax filings. 	<p>We may share personal information in connection with performance for our business operations or human resources functions, including with:</p> <p>Service providers who help us operate our business and perform human resources functions.</p> <p>As required by law to governments or others.</p>

Information about our Personal Information Processing Activities

Additional details of how we process personal information is set forth in the chart above.

We do not sell consumers' personal information.

We do not sell or share the personal information of minors under 16 years of age.

We do not share your personal information for purposes of cross-context behavioral advertising.

We *do not* use or disclose sensitive personal information for purposes other than the following:

- (1) To perform the services or provide the goods reasonably expected by an average consumer who requests those goods or services.
- (2) To prevent, detect, and investigate security incidents that compromise the availability, authenticity, integrity, or confidentiality of stored or transmitted personal information,
- (3) To resist malicious, deceptive, fraudulent, or illegal actions directed at the business and to prosecute those responsible for those actions.
- (4) To ensure the physical safety of natural persons.
- (5) For short-term, transient use, including, but not limited to, nonpersonalized advertising shown as part of a consumer's current interaction with the business, provided that the personal information is not disclosed to another third party and is not used to build a profile about the consumer or otherwise alter the consumer's experience outside the current interaction with the business.
- (6) To perform services on behalf of the business.
- (7) To verify or maintain the quality or safety of a product, service, or device that is owned, manufactured, manufactured for, or controlled by the business, and to improve, upgrade, or enhance the service or device that is owned, manufactured by, manufactured for, or controlled by the business.
- (8) To collect or process sensitive personal information where such collection or processing is not for the purpose of inferring characteristics about a consumer.

Your Privacy Rights

Right to Notice

You have the right to receive notice at or before the point of collection about our collection and retention practices. Please review our notice at collection linked [[here](#)] for more information.

Submitting Consumer Requests

You may submit a consumer request to us by email at HR@AnningJohnson.com or call 708-547-4811 to make a consumer request. You may make up to two disclosure requests in any 12 month period. Please review the consumer request forms below.

Only you, or someone legally authorized to act on your behalf, may make a verifiable consumer request related to your personal information. You may also make a verifiable consumer request on behalf of your minor child.

Making a verifiable consumer request does not require you to create an account with us.

When you submit a verifiable consumer request, we will take steps to verify your request by email or telephone call. In some cases, we may request additional information in order to verify your request or where necessary to process your request. If we are unable to adequately verify a request, we will notify the requestor. Authorized agents will be required to provide proof of their authorization and we may also require that the relevant consumer directly verify their identity and the authority of the authorized agent.

We will only use personal information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you.

Right to Know and Access Your Information

You have the right to request that we disclose to you certain descriptions and categories of the personal information we collect, use, disclose, share, or sell about you. For example, you may request the following:

- (1) The categories of personal information we have collected about you.
- (2) The categories of sources from which the personal information is collected.
- (3) The business or commercial purpose for collecting, selling, or sharing personal information.

(4) The categories of third parties to whom the we disclose the personal information.

(5) The specific pieces of personal information we have collected about you.

You may make up to two disclosure requests in any 12 month period.

Right to Request Deletion

You have the right to request that we delete your personal information. See above for additional details about how to submit a consumer request.

You should be aware, however, that California law allows us to retain your personal information under certain conditions, even if you have asked us to delete it, such as when retaining your personal information is necessary for us to complete a transaction with you or provide you with a good or service you have requested. We will notify you of any denial of your deletion request and the reason for such denial.

Right to Request Correction

You have the right to request that we correct your personal information. See above for additional details about how to submit a consumer request.

Right to Non-Discrimination for Exercise of Consumer Privacy Rights

We will not discriminate against you because you have chosen to exercise any of your privacy rights provided by the CCPA.

Using an Authorized Agent

You may use an authorized agent to submit a consumer request. To use an authorized agent, you will need to (i) provide written instruction to your agent, and verify your identity to us, or (ii) provide a power of attorney pursuant to California Probate Code Sections 4000 to 4465.

Contact Us

If you have questions about our privacy policy, please contact us at:

Phone: 708-681-1300
Website: www.AnningJohnson.com
Email: HR@AnningJohnson.com
Address: Anning-Johnson Co
Attn: Human Resources
1959 Anson Dr

Melrose Park, IL 60160