Applicant/Employee CCPA Notice

This notice describes the categories of personal information ("PI") collected by TTI, Inc. ("Company") and the purposes for which California Resident PI may be used. We are providing this notice to you in accordance with California Civil Code Sec. 1978.100(b).

Categories of Personal Information Collected	Purposes Personal Information is Used
Identifiers and Contact information. This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver's license or state identification numbers, federal identification numbers including passport information, known traveler numbers and other related travel identifiers including reward program information, bank account information, American Express account information for employees in reimbursement system, and other similar contact information and identifiers.	• 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, worker's compensation, disability, equal employment opportunity, workplace safety, and related laws • Preventing unauthorized access to or use of the Company's property, including the Company's 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 • Administer employee reimbursement programs/policies • Meet customer contractual or established requirements
Protected classification information. This category includes characteristics of protected classifications under California or federal law.	• Complying with applicable state and federal Equal Employment Opportunity laws • Design, implement, and promote the Company's affirmative action and diversity and inclusion programs
Internet or other electronic network activity information. This category includes without limitation: • 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	• Facilitate the efficient and secure use of the Company's information systems • Ensure compliance with Company 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
Geolocation data This category includes GPS location data from mobile devices from employees who participate in our vehicle reimbursement program.	• Collect mileage data to reimburse for business travel • Improve efficiency in gathering information related to evaluating business travel • Administer employee reimbursement programs/policies
Biometric information. This category includes fingerprint scans and related information, and certain wellness metrics.	• Improve accuracy of time management systems • Provide benefit plan offerings to promote health and prevent disease

Professional and employment-related information. This category includes without limitation: • data submitted with employment applications including salary history, employment history, employment recommendations, etc. • background check, drug testing results and criminal history • employment testing results • employee preference and survey data • work authorization • fitness for duty data and reports • performance and disciplinary records • salary, bonus/incentive, commission and other similar compensation data • benefit plan enrollment, participation, and claims information • leave of absence information including religious, military and family obligations, physical and mental health data concerning employee and his or her family members	• Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding • Evaluate an individual's appropriateness for a particular position at the Company, or promotion/transfer to a new position • Employee benefit plan and program design and administration, including leave of absence administration • Maintaining personnel records and complying with record retention requirements • Communicating with employees and/or employees' emergency contacts and plan beneficiaries • Complying with applicable state and federal labor, employment, tax, benefits, worker's compensation, disability, equal employment opportunity, workplace safety, and related laws • Business management • Preventing unauthorized access to or use of the Company's 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 • Meet customer contractual or established requirements
Education and licenses/certifications information. This category includes education history, licenses and certifications and other similar information.	• Evaluate an individual's appropriateness for a particular position at the Company, or promotion/transfer to a new position.
Inferences drawn from the PI in the categories above.	The Company may engage in Human Capital Analytics, including but not limited to, identifying certain correlations about individuals and success on their jobs, analyzing data to improve retention, and analyzing employee preferences to inform HR Policies, Programs and Procedures.

To carry out the purposes outlined above, the Company may share information with third parties, such as background check vendors; benefit brokers, providers and administrators; third-party human resources, accounting/finance and information technology vendors; outside legal counsel; state or federal governmental agencies; and customers pursuant to contractual or established requirements. The Company may add to the categories of PI it collects and the purposes it uses PI. In that case, the Company will inform you.

If you have questions about the Company's privacy policies and procedures, rights you may have concerning your personal information, you may call 1-800-845-5119, Ext 4345 or email us-privacy@ttiinc.com.

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