

## Privacy Policy

Effective Date: October 1, 2023

### **Introduction**

Lyons HR (“**Lyons**” or “**We**”) respects your privacy and is committed to protecting it through our compliance with this policy.

This policy describes the types of information we may collect from you or that you may provide when you visit the websites lyonsshr.com and lyonspro.com (collectively, the “**Website**”), and our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies to information we collect:

- On the Website.
- In email and other electronic messages between you and the Website.
- When you interact with our advertising and applications on third-party websites and services, if those applications or advertising include links to this policy.
- Offline where such information is subject to the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act of 2020 (“CCPA”).

It does not apply to information collected by:

- Us offline or through any other means, including on any other website, application, or service operated by Lyons or any third party, including our affiliates and subsidiaries; or
- Any third party, including through any application or content (including advertising) that may link to or be accessible from or on the Website.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using the Website, you agree to this Privacy Policy. This policy may change from time to time (see *Changes to Our Privacy Policy*). Your continued use of the Website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

### **Children**

Our Website is not intended for children, as defined under applicable law. Children may not provide any information to or on the Website. We do not knowingly collect personal information from children. If we learn we have collected or received personal information from a child, we will delete that information. If you believe we might have any information from or about a child, please contact us at the email address identified in the *Contact Information* section.

### **Information We Collect About You and How We Collect It**

We collect several types of information from and about users of our Website, including information:

- By which you may be personally identified, such as name, e-mail address, and other identifiers by which you may be contacted online or offline (“**personal information**”);
- About your internet connection, the equipment you use to access our Website, and usage details.

We collect this information:

- Directly from you when you provide it to us.
- Automatically as you navigate the Website. Information collected automatically may include usage details, IP addresses, device identifiers, and information collected through cookies, web beacons, and other tracking technologies.
- From third parties, including agents, clients, worksite employees, insurance companies, ratings platforms, background check providers, drug screening providers, recruiters, and human resource software providers.

### ***Information You Provide to Us***

The information we collect on or through our Website may include:

- Information that you provide by filling in forms on our Website, including when you request a quote, refer a client, comment on our blog, request a speaker, or contact us. This information may include your name, company, mailing address, state, telephone number, email address, website, role, referral information (including first and last name, company, address, telephone number, email address, website, and any specifics you believe will be beneficial regarding your referral), questions/comments, and any topics you would like requested speakers to cover.
- Information that you provide in order for us to provide requested professional employer organization services.
- Information that you provide in conjunction with pay cards and Christmas clubs. This information may include your bank account information.
- Information that you provide in connection with applying to be an HR referral partner. This information may include, in addition to any information contained in your application, information collected pursuant to a background or credit check and information related to prospective clients.
- Information that you provide when register for, log into, or engage with your PrismHR employee account. This information may include your name, social security number, employer identification number, personal and work email address, password, username, information related to your time clocks, time cards, taxes, PTO, schedule, pay, messages, events, position, and hire and review dates, employee number, employee type, employee ID, location, division, department, project, shift, benefit group, work group, birthdate, age, gender, ethnicity, nickname, marital status, date married, information related to whether you use tobacco, whether you are disabled, and whether you are blind, home and cell phone number, resident and mailing address, emergency contact information, veteran status, driver’s license number, expiration date, and license state, vehicle make, model,

year, registration number, date added, and date removed, information related to your vehicle insurance policy (including carrier name, policy ID, policy holder name, and policy start and end date), information related to your benefits, any documents you upload, and information related to your 401K. When you log into our Prism HR resources as a manager, we may also collect information related to your employees and support team (including information regarding employee details, PTO register, FMLA events, job candidates, employee benefits, organization charts, position and status type history, leaves of absence, position changes, and rehires), employee terminations, new hires, overtime reports, payrolls, client documents, skills, and analytics, invoices, approvals, reports, and messages.

- Information that you provide when you apply for employment with Lyons. This information may include your name, email address, telephone number, address, resume, date available, desired pay, website, blog, or portfolio, LinkedIn profile URL, and the name of the person who referred you to the position.
- Your search queries on the Website.
- Records and copies of your correspondence (including email addresses), if you contact us.

### ***Information We Collect Through Automatic Data Collection Technologies***

As you navigate through and interact with our Website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your use of our Website, including traffic data, location data, logs, and other communication data and the resources that you access and use on the Website.
- Information about your computer, mobile device, and internet connection, including your IP address, operating system, browser type, and the device's unique device identifier.

We also may use these technologies to collect information about your online activities over time and across third-party websites or other online services (behavioral tracking). For information on your choices for opting out of behavioral tracking on the Website and how we respond to web browser signals and other mechanisms that enable users to exercise choice about behavioral tracking, see *Choices About How We Use and Disclose Your Information*.

The information we collect automatically helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Website.

The technologies we use for this automatic data collection may include:

- **Cookies (or browser cookies).** A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Website.
- **Web Beacons.** Pages of the Website and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit Lyons, for example, to count users who have visited those pages or opened an email and for other related statistics (for example, recording the popularity of certain Website content and verifying system and server integrity).

### **Third-Party Use of Cookies and Other Tracking Technologies**

Some content or applications on the Website are served by third parties, including advertisers, ad networks and servers, content providers, and application providers. These third parties may use cookies alone or in conjunction with web beacons or other tracking technologies to collect information about you when you use our Website. The information they collect may be associated with your personal information or they may collect information, including personal information, about your online activities over time and across different websites and devices and other online services. They may use this information to provide you with interest-based (behavioral) advertising or other targeted content.

We do not control these third parties' tracking technologies or how they may be used. If you have any questions about an advertisement or other targeted content, you should contact the responsible provider directly. For information about how you can opt out of receiving targeted advertising from many providers, see *Choices About How We Use and Disclose Your Information*.

### **How We Use Your Information**

We use information that we collect about you or that you provide to us, including any personal information:

- To present our Website and its content to you.
- To provide you with information, products, or services that you request from us.
- To understand how users interact with our Website and gauge user interest.
- To improve our Website and customize and optimize your experience.
- To conduct marketing and advertising activities.
- To collect and process applications for employment.
- To maintain the Website and troubleshoot problems.
- To fulfill any other purpose for which you provide it.
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us.
- To notify you about changes to our Website or any products or services we offer or provide though it.
- In any other way we may describe when you provide the information.

- For any other purpose with your consent.

We may also use your information to contact you about our own and third parties' goods and services that may be of interest to you. If you do not want us to use your information in this way, please see *Choices About How We Use and Disclose Your Information*.

### **Disclosure of Your Information**

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

We may disclose personal information that we collect or you provide as described in this Privacy Policy:

- To our subsidiaries and affiliates.
- To governmental agencies and departments.
- To contractors, service providers, and other third parties we use to support our business, including: data analytics providers, e-verification providers, advertising networks, customer data platforms, tag management systems, social networks (including links to our Facebook, Instagram, LinkedIn, and Twitter pages), nurse case managers, durable medical equipment providers, technology providers, video sharing platforms (including Vimeo and YouTube- for more information about YouTube's collection of information, see Google's privacy policy at: <http://www.google.com/policies/privacy>), web mapping platforms (please note that Lyons may include Google Maps features and content. Google Maps may collect users' IP address, latitude and longitude coordinates, and search terms. For more information, please visit Google's privacy policy, available at: <https://policies.google.com/privacy>), insurance companies, employee benefits providers, clients, attorneys, drug screening vendors, background reporting agencies, medical providers, learning institutions, and financial institutions.
- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Lyons' assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by Lyons about our users is among the assets transferred.
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your personal information:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply our agreements with you.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Lyons, our customers, or others.

### **Choices About How We Use and Disclose Your Information**

We strive to provide you with choices regarding the personal information you provide to us. With the exception of the Global Privacy Control signal, we do not respond to Do-Not-Track signals at this time; however, we have enabled mechanisms to provide you with the following control over your information:

- **Tracking Technologies.** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you disable or refuse cookies, please note that some parts of the Website may then be inaccessible or not function properly.

Google Analytics collects personal data through the Website, including through the use of cookies. For information about how Google Analytics collects and processes data, please visit: <https://policies.google.com/technologies/partner-sites>. To opt out of having your information used by Google Analytics, please visit: <https://tools.google.com/dlpage/gaoptout/>. For more information, please visit Google's privacy policy at: <https://policies.google.com/privacy?hl=en&fg=1>.

Additionally, third parties, including Google, may place and read cookies on your browser, or use web beacons to collect information in connection with ad serving on or through the Website, including for the purposes of showing our ads on sites across the Internet. Our partners will collect personal information for personalization of ads and may use first-party cookies or other first-party identifiers and third-party cookies and other third-party identifiers for personalized and non-personalized advertising and measurement. Ad serving may be based on users' visits to our Website or other websites on the Internet, and your activity may be tracked over time and across websites. For information about how Google collects, shares, and uses data, please visit: <https://policies.google.com/technologies/partner-sites>. You can opt out of Google's use of cookies or device identifiers by visiting the Google Ads Settings web page at: <http://www.google.com/ads/preferences/>. For more information, please visit Google's privacy policy at: <https://policies.google.com/privacy?hl=en&fg=1>. You can opt out of a third-party vendor's use of cookies by visiting the Network Advertising Initiative opt-out page or control the use of device identifiers by using your device's settings.

- **Promotional Offers from Lyons.** If you do not wish to have your information used by Lyons to promote our own or third parties' products or services, you can opt out by sending us an email stating your request to [cybersec@lyonshr.com](mailto:cybersec@lyonshr.com). If we have sent you a promotional email, you may send us a return email asking to be omitted from future email distributions, or click "unsubscribe" in the relevant communication. Please note that, even if you unsubscribe from certain email correspondences, we may still need to email you with information relating to important transactional or administrative information.
- **Targeted Advertising.** We do not control third parties' collection or use of your information to serve interest-based advertising. However, these third parties may provide you with ways to choose not to have your information collected or used in this way. You can opt out of receiving targeted ads (including ads served using non-cookie technologies) from members of the NAI on the NAI's website, available at: <https://optout.networkadvertising.org/?c=1>. You can also visit the Digital Advertising

Alliance's website, available at <https://youradchoices.com/>, to use its Consumer Choice Tools.

California's "Shine the Light" law (Civil Code Section § 1798.83) permits users of our Website that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an email to [cybersec@lyonshr.com](mailto:cybersec@lyonshr.com), or write us at: Lyons HR, Legal Department, 201 S. Court Street, Suite 700, Florence, AL 35630.

California residents may have additional personal information rights and choices. Please see our *CCPA Privacy Policy* for more information.

Nevada residents who wish to exercise their sale opt-out rights under Nevada Revised Statutes Chapter 603A may submit a request to this designated address: [cybersec@lyonshr.com](mailto:cybersec@lyonshr.com).

### **Accessing and Correcting Your Information**

You may send us an email at [cybersec@lyonshr.com](mailto:cybersec@lyonshr.com) to request access to, correct, or delete any personal information that you have provided to us. We cannot delete your personal information except by also deleting your account. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

### **Data Security and Retention**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Website.

We retain your information for as long as needed: (i) to conduct business with you; (ii) as needed for the purposes outlined in this Privacy Policy; and (iii) as necessary to comply with our legal obligations, resolve disputes, and enforce any agreements.

### **Changes to Our Privacy Policy**

It is our policy to post any changes we make to our Privacy Policy on this page. If we make material changes to how we treat our users' personal information, we will notify you in accordance with applicable law. The date the Privacy Policy was last revised is identified at the

top of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this Privacy Policy to check for any changes.

### **Contact Information**

To ask questions or comment about this Privacy Policy and our privacy practices, contact us at:

Lyons HR

Legal Department  
201 S. Court Street, Suite 700  
Florence, AL 35630

or via email at:

[cybersec@lyonshr.com](mailto:cybersec@lyonshr.com)

### **CCPA Privacy Policy**

Last Updated: January 1, 2023

#### *California Residents*

The following disclosures are made pursuant to the California Consumer Privacy Act of 2018 as amended by the California Privacy Rights Act of 2020 (“CCPA”). These disclosures supplement any privacy notices we previously or contemporaneously provided to you, including any California-specific privacy notice provided to you if you are an employee of Lyons.

#### *Right to Know*

California residents have the right to be informed of the categories and specific pieces of personal information collected about them, including sensitive personal information, collected, used, and disclosed, the categories of sources from which that information is collected, whether that information is sold or shared, the categories of third parties to whom that information has been disclosed, the business or commercial purposes for collecting and using each category of personal information, and the intended retention period for each category of personal information.

The below chart reflects the categories of personal information we have collected from California residents during the past twelve months, the categories of sources from which the information was collected, the business or commercial purpose for which the information was collected, the categories of third parties to whom we disclosed that information, and our anticipated retention period for each category of information.

<b>Personal Information</b>	<b>Source(s) of Personal</b>	<b>Business or Commercial</b>	<b>Third Parties, Service Providers,</b>	<b>Retention Period</b>
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Category set forth in Cal. Civ. Code § 1798.140	Information Collection	Purpose(s) for Collection/Use	and Contractors Receiving Personal Information Category	
<p><b>Personal identifiers</b>, including real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, or other similar identifiers.</p>	<p>Directly from you; indirectly from you as you navigate or use our Website; data analytics providers; social networks; advertising networks; internet or mobile service providers; agents; clients; worksite employees; insurance companies; ratings platforms; background check providers; drug screening providers; recruiters; medical providers; governmental authorities.</p> <p><u>For job applicants:</u> directly from you; background check providers; recruiters; human resource software providers.</p>	<p>Provide you with our Website and services; communicate with you; protect and secure our environment; verify, maintain, improve, upgrade, or enhance a product or service; identify and repair errors; advertise or market to you; perform analytics.</p> <p><u>For job applicants:</u> Assess your application; satisfy legal obligations.</p>	<p>Affiliates; governmental agencies and departments; data analytics providers; e-verification providers; advertising networks; customer data platforms; tag management systems; social networks; nurse case managers; durable medical equipment providers; technology providers; video sharing platforms; web mapping platforms; insurance companies; employee benefits providers; clients; attorneys; drug screening vendors; background reporting agencies; medical providers; learning institutions; financial institutions.</p>	<p>The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.</p> <p><u>For job applicants:</u> Barring any legally required additional retention period, up to 7 years for non-hired applicants.</p>
<p><b>California Customer Records Personal Information</b> (Cal. Civ. Code § 1798.80(e)), including name, signature, physical</p>	<p>Directly from you; agents; clients; worksite employees; insurance companies; ratings platforms;</p>	<p>Provide you with our Website or services; communicate with you; protect and secure our environment; verify,</p>	<p>Affiliates; governmental agencies and departments; data analytics providers; e-verification providers; advertising</p>	<p>The length of your business relationship with us plus any legally required additional retention period for this category of</p>

<p>characteristics or description, address, telephone number, education, employment, employment history, etc.</p>	<p>background check providers; drug screening providers; recruiters; medical providers; governmental authorities.</p> <p><u>For job applicants:</u> directly from you; background check providers; recruiters; human resource software providers.</p>	<p>maintain, improve, upgrade, or enhance a product or service; identify and repair errors; advertise or market to you; perform analytics.</p> <p><u>For job applicants:</u> Process your application; satisfy legal obligations.</p>	<p>networks; customer data platforms; tag management systems; social networks; nurse case managers; durable medical equipment providers; technology providers; video sharing platforms; insurance companies; employee benefits providers; clients; attorneys; drug screening vendors; background reporting agencies; medical providers; learning institutions; financial institutions.</p>	<p>personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.</p> <p><u>For job applicants:</u> Barring any legally required additional retention period, up to 7 years for non-hired applicants.</p>
<p><b>Characteristics of protected classifications</b> under California or federal law.</p>	<p>Directly from you; indirectly from you as you navigate or use our Website; data analytics providers; social networks; advertising networks; internet or mobile service providers; agents; clients; worksite employees; insurance companies; background check providers; drug screening providers; recruiters; medical providers;</p>	<p>Provide you with our Website or services; communicate with you; protect and secure our environment; verify, maintain, improve, upgrade, or enhance a product or service; identify and repair errors; advertise or market to you; meet our legal obligations.</p> <p><u>For job applicants:</u> Process your application; satisfy legal obligations.</p>	<p>Affiliates; governmental agencies and departments; data analytics providers; e-verification providers; advertising networks; customer data platforms; tag management systems; social networks; nurse case managers; durable medical equipment providers; technology providers; video sharing platforms; web mapping platforms; insurance companies; employee benefits providers; clients; attorneys; drug screening vendors; background reporting agencies; medical providers; learning</p>	<p>The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.</p> <p><u>For job applicants:</u> Barring any legally required additional retention period, up to 7 years for non-hired applicants.</p>

	<p>governmental authorities.</p> <p><u>For job applicants:</u> directly from you; background check providers; recruiters; human resource software providers.</p>		institutions; financial institutions.	
<p><b>Commercial information,</b> including records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.</p>	<p>Directly from you; indirectly from you as you navigate or use our Website; data analytics providers; social networks; advertising networks; internet or mobile service providers; insurance companies.</p>	<p>Provide you with our Website or services; communicate with you; protect and secure our environment; verify, maintain, improve, upgrade, or enhance a product or service; identify and repair errors; advertise or market to you; meet our legal obligations; maintain transaction records.</p>	<p>Affiliates; data analytics providers; advertising networks; customer data platforms; tag management systems; social networks; durable medical equipment providers; technology providers; video sharing platforms; web mapping platforms; insurance companies; employee benefits providers; clients; learning institutions; financial institutions.</p>	<p>The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.</p>
<p><b>Biometric information.</b></p>	<p>Directly from you; agents; clients; worksite employees.</p>	<p>Provide you with our Website and services; verify, maintain, improve, upgrade, or enhance a product or service.</p>	<p>Affiliates; technology providers.</p>	<p>The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.</p>

<b>Internet and other electronic network activity information</b> , including, but not limited to, browsing history, search history, and information about individual interactions with an Internet website, application, or advertisement.	Indirectly from you as you navigate or use our Website; data analytics providers; social networks; advertising networks; internet or mobile service providers.	Detect security incidents; protect against malicious, deceptive, fraudulent, or illegal activity; verify, maintain, improve, upgrade, or enhance a service or device that is owned or controlled by us; identify and repair errors; advertise or marketing to you; perform analytics.	Affiliates; data analytics providers; advertising networks; customer data platforms; tag management systems; social networks; technology providers; video sharing platforms; web mapping platforms.	Barring any legally required additional retention period, up to one year.
<b>Geolocation data</b>	Indirectly from you; devices you use to access our Website; data analytics providers; social networks; advertising networks; internet or mobile service providers; agents; clients; worksite employees.	Provide you with our Website or services; protect and secure our environment; verify, maintain, improve, upgrade, or enhance a product or service; identify and repair errors; advertise or market to you.	Affiliates; data analytics providers; advertising networks; customer data platforms; tag management systems; social networks; technology providers; video sharing platforms; web mapping platforms.	Barring any legally required additional retention period, up to one year.
<b>Sensory data</b> including audio, electronic, visual, thermal, olfactory, or similar information.	Directly from you; agents; clients; worksite employees.	Provide you with our Website and services; communicate with you; protect and secure our environment.	Affiliates; governmental agencies and departments; nurse case managers; technology providers.	The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.

<b>Professional or employment-related information.</b>	<p>Directly from you; data analytics providers; social networks; advertising networks; agents; clients; worksite employees; insurance companies; background check providers; drug screening providers; recruiters; medical providers; governmental authorities.</p> <p><u>For job applicants:</u> directly from you; background check providers; recruiters; human resource software providers.</p>	<p>Provide you with our Website or services; communicate with you; protect and secure our environment; verify, maintain, improve, upgrade, or enhance a product or service; identify and repair errors; advertise or market to you.</p> <p><u>For job applicants:</u> Process your application.</p>	<p>Affiliates; governmental agencies and departments; data analytics providers; e-verification providers; advertising networks; customer data platforms; tag management systems; social networks; nurse case managers; technology providers; video sharing platforms; insurance companies; employee benefits providers; clients; attorneys; drug screening vendors; background reporting agencies; medical providers; learning institutions; financial institutions.</p>	<p>The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.</p> <p><u>For job applicants:</u> Barring any legally required additional retention period, up to 7 years for non-hired applicants.</p>
<b>Non-public education information</b> as defined in the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 C.F.R. Part 99)	<p><u>For job applicants:</u> directly from you; human resource software providers; background check providers; recruiters; agents; clients; worksite employees.</p>	<p><u>For job applicants:</u> Process your application.</p>	<p>Affiliates; technology providers; clients; background reporting agencies; learning institutions.</p>	<p><u>For job applicants:</u> Barring any legally required additional retention period, up to 7 years for non-hired applicants.</p>
<b>Inferences drawn from any of the</b>	<p>Indirectly from you; devices you</p>	<p>Advertise or market to you; perform</p>	<p>Affiliates; data analytics providers; advertising networks;</p>	<p>The length of your business</p>

<b>information identified above to create a profile about you</b> reflecting your preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	use to access our Website; data analytics providers; social networks; advertising networks; internet or mobile service providers; agents; clients; worksite employees.	analytics; maintain, improve, upgrade, or enhance a product or service.	customer data platforms; tag management systems; technology providers; video sharing platforms; clients.	relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.
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<b>Sensitive Personal Information Category as set forth in Cal. Civ. Code § 1798.140</b>	<b>Sources from which Information was Collected</b>	<b>Purposes for Collection; Use</b>	<b>Third Parties, Service Providers, and Contractors Receiving Personal Information</b>	<b>Retention Period</b>
<b>Social security number, driver's license number, state identification card, or passport number.</b>	<p>Directly from you; agents; clients; worksite employees; insurance companies; background check providers; drug screening providers; recruiters; medical providers; governmental authorities.</p> <p><u>For job applicants:</u> directly from you; background check providers;</p>	<p>Provide you with our Website and services; communicate with you; protect and secure our environment; verify, maintain, improve, upgrade, or enhance a product or service; identify and repair errors.</p> <p><u>For job applicants:</u> Process your application; fulfill our legal obligations.</p>	<p>Affiliates; governmental agencies and departments; e-verification providers; technology providers; insurance companies; employee benefits providers; clients; drug screening vendors; background reporting agencies; medical providers; learning institutions; financial institutions.</p>	<p>The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.</p> <p><u>For job applicants:</u> Barring any legally required additional</p>

	recruiters; human resource software providers.			retention period, up to 7 years for non-hired applicants.
<b>Account access credentials</b> (user names, account numbers, or card numbers combined with required access code, security code or password to access an account).	Directly from you; indirectly from you as you navigate or use our Website; internet or mobile service providers; agents; clients; worksite employees.	Provide you with our Website or services; communicate with you; protect and secure our environment; verify, maintain, improve, upgrade, or enhance a product or service; identify and repair errors.	Affiliates; technology providers.	The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.
<b>Precise geolocation</b> (location within a geographical area of a circle with a radius of 1850 feet or less).	Directly from you; indirectly from you as you navigate or use our Website; internet or mobile service providers; agents; clients; worksite employees.	Provide you with our Website or services; communicate with you; protect and secure our environment; verify, maintain, improve, upgrade, or enhance a product or service; identify and repair errors.	Affiliates; technology providers; web mapping platforms.	The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.
<b>Racial or ethnic origin</b>	Directly from you; indirectly from you as you navigate or use our Website; internet or mobile	Provide you with our Website or services. <u>For job applicants:</u>	Affiliates; governmental agencies and departments; technology providers.	The length of your business relationship with us plus any legally required additional

	<p>service providers; agents; clients; worksite employees.</p> <p><u>For job applicants:</u> directly from you; human resource software providers.</p>	Process your application; fulfill our legal obligations.		<p>retention period for this category of personal information following conclusion of your business relationship with us or 7 years post-relationship, whichever is longer.</p> <p><u>For job applicants:</u></p> <p>Barring any legally required additional retention period, up to 7 years for non-hired applicants.</p>
<b>Religious or philosophical beliefs</b>	We do not collect.	Not applicable.	Not applicable.	Not applicable.
<b>Union membership</b>	We do not collect.	Not applicable.	Not applicable.	Not applicable.
<b>Genetic Data</b>	We do not collect.	We do not collect.	Not applicable.	Not applicable.
<b>Mail, email, or text messages</b> where the content is not directed to us.	We do not collect.	Not applicable.	Not applicable.	Not applicable.
<b>Unique identifying biometric information</b>	Directly from you; agents; clients; worksite employees.	Provide you with our Website and services; verify, maintain, improve, upgrade, or enhance a product or service.	Affiliates; technology providers.	The length of your business relationship with us plus any legally required additional retention period for this category of personal information following conclusion of your business relationship with us or 7 years



				post-relationship, whichever is longer.
<b>Personal information collected and analyzed concerning health.</b>	We do not collect.	We do not collect.	Not applicable.	Not applicable.
<b>Personal information collected and analyzed concerning sex life, or sexual orientation.</b>	We do not collect.	We do not collect.	Not applicable.	Not applicable.

### *Right to Limit Use and Disclosure of Sensitive Personal Information*

We do use or disclose sensitive personal information for reasons other than those set forth in section 7027, subsection (m) of the CCPA regulations, including, specifically, for the purposes of assessing employment legality. If you would like to limit our use or disclosure of your sensitive personal information, you may exercise your right using our “Limit the Use of My Sensitive Personal Information” link, or you may do so in a frictionless manner by activating Global Privacy Control (“GPC”) opt out preference signal to opt out of disclosures of your personal information through the browser you are using.

### *Right to Opt Out of Sharing for Cross-Context Behavioral Advertising*

In the past twelve months we have used data about your activities on our online properties to serve you ads on online properties owned or controlled by third parties. In the past twelve months, we have provided the following categories of information to affiliates, advertising networks, customer data platforms, data analytics providers, social networks, tag management systems, web mapping platforms, and video sharing platforms for this purpose:

- Personal identifiers, such as unique personal identifier, online identifier, internet protocol address, device information and identifiers, and unique advertising identifiers and cookies; Internet and other electronic network activity information; geolocation information; inference data; characteristics of protected classifications under California or federal law; and commercial information.

If you would like to opt out of this sharing, you may exercise your right using our “Do Not Sell or Share My Personal Information” link, or by modifying your cookie settings, or, you may do so in a frictionless manner by activating Global Privacy Control (“GPC”) opt out preference signal to opt out of disclosures of your personal information through the browser you are using. To learn more about the GPC, click [here](#).

### *Right to Opt Out of Sale*

While we do not sell personal information in exchange for monetary consideration, we do share personal information for other benefits that could be deemed a “sale,” as defined by the CCPA. The CCPA broadly defines “sale” in a way that may include activities such as the delivery of targeted advertising on websites or allowing third parties to receive certain information, such as cookies, IP address, and/or browsing behavior. In the past twelve months, we have provided the following categories of information to affiliates, advertising networks, customer data platforms, data analytics providers, social networks, tag management systems, web mapping platforms, and video sharing platforms in ways that could be considered a “sale” under California law:

- Personal identifiers, such as unique personal identifier, online identifier, internet protocol address, device information and identifiers, and unique advertising identifiers and cookies; Internet and other electronic network activity information; geolocation information; inference data; characteristics of protected classifications under California or federal law; and commercial information.

We disclosed these categories of information to these third parties in order to market and advertise our products and services; perform analytics; and to maintain, improve, upgrade, or enhance our products or services.

We have no actual knowledge of selling the personal information or the sensitive personal information or minors under 16 years of age.

California residents have the right to opt out of the “sale” of their personal or sensitive personal information.

If you would like to opt out of such disclosures, you may exercise your right using our “Do Not Sell or Share My Personal Information” link, or by modifying your cookie settings, or, you may do so in a frictionless manner by activating Global Privacy Control (“GPC”) opt out preference signal to opt out of disclosures of your personal information through the browser you are using. To learn more about the GPC, click [here](#).

#### *Right to Delete Personal Information*

You have the right to request the deletion of your personal information, subject to certain exceptions.

#### *Right to Correct Inaccurate Personal Information*

You have the right to request the correction of any inaccurate personal information that we maintain about you.

#### *Right to Access*

You have the right to request the categories and specific pieces of personal information we have collected about you.

#### *Right of Non-Retaliation and Non-Discrimination*

You have the right to exercise the privacy rights conferred to you under the CCPA without receiving retaliatory or discriminatory treatment. Lyons does not retaliate or discriminate against you for exercising the privacy rights conferred to you under the CCPA.

However, we may offer you certain financial incentives permitted by the CCPA that can result in different prices, rates, or quality levels. Any CCPA-permitted financial incentive we offer will reasonably relate to your personal information's value and contain written terms that describe the program's material aspects. Participation in a financial incentive program requires your prior opt-in consent, which you may revoke at any time. To exercise your right to withdraw from the financial incentive, you may contact us via phone at 888-212-3687 or via email at:

[cybersec@lyonshr.com](mailto:cybersec@lyonshr.com).

### *Exercising Your Rights*

To exercise your rights, you may contact us via phone at 888-212-3687 or online at <https://www.cognitoforms.com/AlignedTek1/LyonsHRDSAR>. Requesters will need to provide us with personal information in order to verify their identity and residency, including name, email address, and state of residence. We will compare the information you provide with our internal records. The personal information that we use to verify identity and residency will not be used for any other purpose.

You may authorize an agent to submit a request on your behalf if you provide the authorized agent with written permission signed by you. Lyons may require you to verify your identity directly with us and confirm that you provided the authorized agent with permission to submit a request on your behalf.

### *Contact Information*

If you have questions or concerns about our privacy practices, contact us at: [cybersec@lyonshr.com](mailto:cybersec@lyonshr.com).