

California Employee Privacy Notice
(effective January 1, 2020)

This California Employee Privacy Notice (“Privacy Notice”) describes the types of personal information that we may collect about our California employees and how it may be used. This Privacy Notice applies to personal information provided by employees, as well as provided by third-party agencies and/or recruiters on behalf of employees. This Privacy Notice does **not** describe how such third-party agencies and/or recruiters may handle your personal information for their own purposes.

This Privacy Notice describes the practices of the Hearst entity by which you are employed and its affiliates, subsidiaries and related companies (collectively, “Hearst,” “we,” “us” or “our”).

What Personal Information We Obtain

If you are an employee of Hearst, we obtain your personal information in connection with your employment. This information may vary depending on the requirements of a specific position and Hearst division and may include:

- Information we obtain in connection with your application and candidacy (as more fully explained in the California Applicant Privacy Notice).
- Information contained in your resume or CV, and other documents related to the application or recruitment process (e.g., cover letter, transcripts, or certifications).
- Contact and basic personal information (e.g., your name, date of birth, home address, phone number, email address, marital status, employee identification number, and social security number/government identification number).
- Information contained in your employment or social media site profile (e.g., LinkedIn, Monster).
- With your permission or as permitted by applicable law, information obtained through background checks.
- Names and other personal information of your family members, including beneficiary and emergency contact information.
- Information about your visa status and authorization to work in the relevant jurisdiction, as well as passport information and information regarding your military status.
- Information required for payroll purposes (e.g., bank account details, tax information).
- Information related to benefit entitlements and schemes.
- Forms and information relating to the application for or changes to, employee health and welfare or financial benefits, including but not limited to, short and long term disability, medical and dental care, 401k, etc.
- Demographic information including age, gender or ethnic origin, and where applicable and in accordance with applicable law, your ethnicity, disability, or veteran status.

- Where permitted by law, any applicable information collected for and/or received as a result of credit and criminal background checks, drug and alcohol testing, screening, health certifications, drivers' license number, vehicle registration and driving history.
- Performance-related data (e.g., information about and assessments of your performance collected as part of an appraisal process).
- Information regarding your employment with us such as promotion history, technical skills, educational background, language capabilities, professional certifications and registrations, and training records.
- Information gathered for or related to disciplinary action or investigations.
- Voicemails, e-mails, correspondence, documents, and other work product and communications created, stored or transmitted using our networks, applications, devices, computers or communications equipment.
- Information about your use of our systems or information that you provide to us through the systems (e.g., information from your company email account, information captured on security and key card entry systems, information posted on our website, information you submit through applications or software made available to you, communications sent to us or through our applications, and information collected or recorded when you use our telephones, mobile or portable devices, messaging platforms and voicemail).
- Information required for us to comply with laws or respond to requests and/or directions of law enforcement authorities or court orders (e.g., child support and debt payment information).
- Acknowledgements regarding our policies.
- Date of resignation or termination, reason for resignation or termination, and/or information relating to administering termination of employment and benefits.
- Payment information you provide for goods, services, and other transactions authorized by you.
- Any other information that you may choose to submit to us in connection with your employment

Information Automatically Collected

When you use any Hearst company equipment and systems (collectively, the "Systems"), there may be continuous or intermittent logging and collection of certain information related to (i) your electronic communications, (ii) any other data moving across the Systems (including internet traffic) and (iii) Systems activity, including files or information accessed or downloaded from, or uploaded to Hearst's databases, applications, servers and other Systems. This logging and collection happens through automated means, including log files, cookies, pixels and other tools (collectively "Automated Means").

How We Use Your Personal Information

We use your personal information obtained above for the purposes of managing our relationship with you by providing services that help you carry out your employment with us. We also use it to help us manage our business and keep our Systems secure. This includes:

- Recruitment and the reasons set forth in the California Applicant Privacy Notice;
- Management of all aspects of your employment relationship, including, but not limited to the establishment, maintenance, and termination of employment relationships. Examples of activities related to this include:
 - Determination of eligibility for initial employment, including the verification of references and qualifications.
 - Compensation and benefit administration and management.
 - Employee records, personnel files, and organizational charts.
 - Corporate travel and other reimbursable expenses.
 - Training, feedback, development, appraisals, and performance evaluations.
 - Provision of equipment.
 - Maintenance of emergency contact and beneficiary details.
 - Administration of absences in accordance with company and statutory leave programs.
 - Disciplinary actions, grievance procedures and internal investigations.
 - Career management, including the assessment of qualifications for a particular job or task, promotions, transfers, or other job changes.
 - Processing of employee work-related claims (e.g., workers' compensation insurance claims).
 - Employee engagement programs, including surveys.
 - Relocation assistance.
 - Employee interest or affinity groups.
 - Obtaining and maintaining insurance.
 - Other general operations, administrative, financial, and human resources related purposes.
- Organization management and administration, including management of staffing resources, financial planning, corporate compliance, internal audits and other administration.
- Communications, including but not limited to, video conferencing, directories of employees, and/or the communications from Hearst to you, between other employees and/or contractors, and/or communications with third parties (such as regulatory authorities) through any medium.
- Hearst marketing activities, including marketing photos, website content, brochures, videos, social media posts, and other related marketing activities. We will only use your personal information in creating this content with your consent.
- Protecting the safety and security of our employees, guests, properties and assets.

- Compliance with applicable laws and legal obligations, including health and safety requirements, employment laws, requests for information from government agencies, investigations, and judicial or administrative orders regarding individual employees (e.g., garnishments, child support payments).
- Provision of employment information if requested by a future employer.
- Administration of our applications, software, and other Systems, including detection, prevention and investigation of security issues, outages, cyber and phishing attacks, fraud and/or other malicious, criminal or illegal activity.
- Other purposes as part of our business activities when reasonably required by us.
- Such other purposes as we may disclose to you from time to time.

With Whom We Share Your Personal Information

Category of Personal Information	Categories of Sources	Business or Commercial Purpose for Collecting	Categories of Third Parties We Share Personal Information With
<p>§1798.140(o)(1)(A) which include: (i) your contact information and other identifiers (e.g., name, mailing address, phone number, email address, employee identification number, social security number and other forms of government identification); (ii) online identifiers (e.g., Internet Protocol (IP) address, device identifiers); and/or (iii) contact information you share about others such as references, beneficiaries, or emergency contacts (e.g., name, email address, phone number)</p>	<ul style="list-style-type: none"> • Directly from you or third-party agencies and/or recruiters on your behalf • Background check providers, if applicable • Publicly available sources such as LinkedIn • Collected or observed through Automated Means 	<p>Please refer to the purposes described in the “How We Use Your Personal Information” section above</p>	<ul style="list-style-type: none"> • Service providers that perform services on our behalf, such as payroll providers, benefits providers, leave or workers’ compensation administrators, and background check providers • Our business partners, such as entities with which you may interact with respect to Hearst • Government and regulatory entities to the extent required by law, audit, or subpoena • Third parties in connection with litigation, subpoenas, or

			<p>other legal process (e.g. opposing counsel or the court)</p> <ul style="list-style-type: none"> • Other parties in connection with a corporate transaction (e.g., in the event we purchase, sell, transfer or acquire all or a portion of a business or assets)
<p>§1798.140(o)(1)(B) which include, but not limited to individual’s signature, insurance policy number, financial information, medical information, or health insurance information</p>	<ul style="list-style-type: none"> • Directly from you and/or third-party agencies or recruiters on your behalf • Background check providers, if applicable 	<p>Please refer to the purposes described in the “How We Use Your Personal Information” section above</p>	<ul style="list-style-type: none"> • Service providers that perform services on our behalf, such as payroll providers, benefits providers, leave or workers’ compensation administrators, and background check providers • Government and regulatory entities to the extent required by law, audit, or subpoena • Other parties in connection with a corporate transaction (e.g., in the event we purchase, sell, transfer or acquire all or a portion of a business or assets)
<p>§1798.140(o)(1)(C) which include protected classes under California and Federal law (e.g.,</p>	<ul style="list-style-type: none"> • Directly from you or third-party agencies 	<p>Please refer to the purposes described in the “How We Use Your Personal</p>	<ul style="list-style-type: none"> • Service providers that perform services on our behalf, such as

<p>race, color, gender, marital status, age, military or veteran status, disability)</p>	<p>and/or recruiters on your behalf</p>	<p>Information” section above</p>	<p>payroll providers, benefits providers, or leave or workers’ compensation administrators</p> <ul style="list-style-type: none"> • Government and regulatory entities to the extent required by law, audit, or subpoena • Third parties in connection with litigation, subpoenas, or other legal process (<u>e.g.</u> opposing counsel or the court) • Other parties in connection with a corporate transaction (<u>e.g.</u>, in the event we purchase, sell, transfer or acquire all or a portion of a business or assets)
<p>§1798.140(o)(1)(E) which include biometric information (<u>e.g.</u>, finger prints if needed for your position)</p>	<ul style="list-style-type: none"> • Directly from you 	<p>Please refer to the purposes described in the “How We Use Your Personal Information” section above</p>	<ul style="list-style-type: none"> • Service providers that perform services on our behalf, such as background check companies • Government and regulatory entities to the extent required by law

<p>§1798.140(o)(1)(F) which include internet or other electronic network activity information (e.g., browsing history, search history, your use of the Hearst Systems)</p>	<ul style="list-style-type: none"> • Directly from you • Collected or observed through Automated Means 	<p>Please refer to the purposes described in the “How We Use Your Personal Information” section above</p>	<ul style="list-style-type: none"> • Service providers that perform services on our behalf (such as IT providers) • Government and regulatory entities to the extent required by law, audit, or subpoena • Third parties in connection with litigation, subpoenas, or other legal process (e.g. opposing counsel or the court)
<p>§1798.140(o)(1)(G) which include geolocation data (e.g., city, state, or precise location information if location services are active on your device)</p>	<ul style="list-style-type: none"> • Directly from you • Collected or observed through Automated Means 	<p>Please refer to the purposes described in the “How We Use Your Personal Information” section above</p>	<ul style="list-style-type: none"> • Service providers that perform services on our behalf (such as payroll providers, benefits providers, or leave or workers’ compensation administrators) • Government and regulatory entities to the extent required by law, audit, or subpoena • Third parties in connection with litigation, subpoenas, or other legal process (e.g. opposing counsel or the court) • Our business partners, such as

			entities with which you may interact with respect to Hearst
§1798.140(o)(1)(H) which include audio or similar information (e.g., voicemail, or call recordings if you work in a call center)	<ul style="list-style-type: none"> • Directly from you • Collected or observed through Automated Means 	Please refer to the purposes described in the “How We Use Your Personal Information” section above	<ul style="list-style-type: none"> • Service providers that perform services on our behalf • Government and regulatory entities to the extent required by law, audit, or subpoena • Third parties in connection with litigation, subpoenas, or other legal process (e.g. opposing counsel or the court) • Our business partners, such as entities with which you may interact with respect to Hearst
§1798.140(o)(1)(I) which include professional or employment – related information (e.g., information shared on the individual’s resume, application or other documents, employment records, visa status, performance-related data, investigations or date of resignation/termination)	<ul style="list-style-type: none"> • Directly from you and/or third-party agencies or recruiters on your behalf • Background check providers, if applicable • Publicly available sources such as LinkedIn 	Please refer to the purposes described in the “How We Use Your Personal Information” section above	<ul style="list-style-type: none"> • Service providers that perform services on our behalf, such as payroll providers, benefits providers, leave or workers’ compensation administrators, and background check providers • Our business partners, such as entities with which you may

			<p>interact with respect to Hearst</p> <ul style="list-style-type: none"> • Government and regulatory entities to the extent required by law, audit, or subpoena • Third parties in connection with litigation, subpoenas, or other legal process (e.g. opposing counsel or the court) • Other parties in connection with a corporate transaction (e.g., in the event we purchase, sell, transfer or acquire all or a portion of a business or assets)
--	--	--	---

Changes to This Privacy Notice

This Privacy Notice may be updated periodically and without prior notice to you to reflect changes in our personal information practices and/or applicable laws.

Contact Us

If you have any questions about this Privacy Notice, please contact us at CAworkforcedatarequests@hearst.com.