

# Computershare

## Privacy Notice for US Employees

As an employer, we always take the privacy and security of your personal information very seriously, and we comply with the prevailing laws and regulations governing confidentiality, privacy and security of information. We never sell your personal information to third parties.

This privacy notice explains how we use your personal information during our hiring process and during your employment or contract. It also explains the rights over your personal information, and how you can exercise your rights.

If you have questions about this privacy notice or how we can use your personal information, please contact the US Privacy Office by emailing:

[USCSPrivacy@computershare.com](mailto:USCSPrivacy@computershare.com)

### **Who we are:**

Computershare operates as a number of separate legally registered corporations or companies in the US. Depending on the Computershare business you work for, you will be employed by or contracted to work for one of the following:

- Computershare, Inc
- Loan Servicing Co, LLC
- CMC Funding, Inc
- LenderLive Network, LLC

Within this document we refer to these corporations and companies overall as “Computershare” or as “we”, “us”, or “our.”

Across the United States, we process your personal information using common processes and this privacy notice covers all the above Computershare corporations and companies.

### **What categories of personal information we may collect and process:**

During our hiring process and your employment or contract we may use the following information about you as required for hiring or employment:

- Identifiers such as real name, alias, postal address, email address, Social Security number, driver’s license, signature and other similar identifiers;
- Education details, employment or employment history;
- Financial information including bank account details;

- Medical information or health insurance information;
- Characteristics of protected classifications under California or federal law such as race, religion, gender, national origin, or sexual orientation;
- Commercial information including records of personal property, products or services purchased, obtained or considered or other purchasing or consuming histories or tendencies;
- Biometric (fingerprinting) information;
- Internet or other electronic network activity information including browsing history, search history, or information regarding interaction with websites or applications;
- Geolocation data;
- Audio, electronic, visual, or similar information;
- Professional or employment-related information;
- Information from law enforcement agencies;
- Information from credit reference agencies;
- Details of vehicle ownership;
- Details of your access to Computershare property including CCTV footage; and
- Inferences drawn from any of these personal information categories to create a profile about a consumer reflecting the consumer's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, or aptitudes.

### **Where do we obtain your personal information from?**

Much of the personal information we collect may be provided directly by you when you first apply for employment or contract, and when you communicate with us during your employment.

We may also obtain data from the following third parties in the course of your employment:

- Credit reference agencies;
- Fraud or crime prevention agencies;
- Individuals or organizations you authorize us to seek references from; and
- Public bodies (such as law enforcement agencies, regulatory authorities or tax agencies).

In addition, we may also collect information about you which can be obtained via open data sources and public records, although we may only do this where it relates to your employment, conduct and/or performance.

### **Why do we collect your personal information?**

We may use your personal information to:

- Validate your identity;

- Identify you when you contact us;
- Perform credit checks for assessing ongoing financial integrity;
- Perform criminal record checks for assessing ongoing integrity;
- Prevent fraud and other relevant conduct;
- Monitor the security and usage of IT systems;
- Respond to inquiries which you make;
- Manage payroll and employee benefits;
- Manage your absence;
- Manage and assess your performance;
- Deliver and monitor training and development;
- Comply with applicable legislation and regulation;
- Perform diversity and equal opportunities monitoring;
- Comply with health and safety obligations; and
- Manage our business in an efficient and proper manner, including the management of our financial position, our resources, the risk to which we are exposed and the way in which we arrange our internal operations.

### **Who do we share your personal information with?**

To enable us to process your application and enter into an employment contract with you we may share your personal information with:

- Other Computershare group companies;
- Non-Computershare companies to whom we outsource the delivery of our services;
- Non-Computershare companies who help us with administrative services, including printing, mailing and IT services;
- Insurance companies;
- Credit reference agencies;
- External training providers;
- Secure information storage and destruction providers;
- Our legal or other professional advisors including auditors;
- Public bodies (such as law enforcement agencies; regulatory authorities or tax agencies);
- Fraud and crime prevention agencies; and
- Courts, to comply with legal requirements, and for the administration of justice.

### **Your rights:**

State and/or Federal legislation may afford you rights relating to your personal information. It is expected that the below rights will be available to California residents from January 2021.

Accessing your information

- You may ask us to disclose the personal information we hold about you by contacting us.

#### Deleting your information

- You may ask us to delete your personal information we hold about you by contacting us. If you do, we will comply with your request unless it is necessary for us to maintain the personal information.

#### Opt-Out

- You may opt-out of the sale of your personal information, however, Computershare does not sell any personal information.

To exercise one or more of these rights please contact the US Privacy Office via:

[USCSPrivacy@computershare.com](mailto:USCSPrivacy@computershare.com)

Computershare US Privacy Office

150 Royall Street

Canton, MA 02021

Please note that we may ask you to provide a form of identification verification before the US Privacy Office can give effect to any such request made by you.