



California Consumer Privacy Act Disclosure Form

The California Consumer Privacy Act (“CCPA”) creates privacy rights relating to the collection, sale, disclosure, and deletion of consumers’ personal information. The CCPA requires businesses to provide consumers, including job applicants, employees, contractors, temporary employees, directors and shareholders with information about their rights, including a description of the categories of personal information to be collected and the purpose for which the information will be used. This Disclosure Form is intended to advise you of this information.

What Information Is Collected? Community Bank of the Bay (“the Bank”) will collect the following categories of personal information from you:

CATEGORIES OF INFORMATION	DESCRIPTION
Identifying Information <i>For applicants, employees, contractors, temporary employees, directors and shareholders</i>	This includes your name, address, telephone number, and social security number. Examples: information from employment applications, resume, benefit forms, signature cards, consulting agreements.
Characteristics of Protected Classifications under California Law <i>For applicants, employees, contractors, temporary employees and directors</i>	This includes data collected through voluntary self-identification forms for statistical purposes. Examples: gender, race, ethnicity, veteran status, photos.
New Hire/Onboarding Paperwork <i>For employees, contractors, temporary employees and directors</i>	This includes your resume, job application, IRS Form W-4, USCIS Form I-9, credit checks, reference checks, and banking information.
Timecard & Payroll Data <i>For employees, contractors, temporary employees and directors</i>	This includes time worked and identifying information for purposes of determining compensation. Examples: attendance and absence records, pay history, rest breaks/lunches, hours worked.
Credit Card Information	This information may be collected in connection with employee expense reports.



<i>For employees and directors</i>	
Leave-Related Documentation <i>For employees</i>	This includes paperwork related to protected leaves of absence under the FMLA/CFRA, leaves resulting from Workers' Compensation claims, or use of sick leave, vacation time, or paid/unpaid time off.
Employee Benefit Plan Information <i>For employees and directors</i>	This includes identifying information maintained for the administration of the Company's health, dental, vision, and disability plans. Examples: family members covered under plans, benefit selections, beneficiaries, amount of life/AD&D insurance.
Employee Activity <i>For employees, contractors, temporary employees and directors</i>	This may include your browsing/search history and geolocation data associated with your use of a Company device or BYOD. Examples: Telephone, email, IM, text messages.

How Is This Information Used? The information described above will be used only for employment purposes.

For more information, please refer to the Bank's Employee Handbook.

CBB's CCPA Policy can be located at www.bankcbb.com/CCPA