

INDEPENDENT CONTRACTOR PRIVACY NOTICE

The purpose of this Privacy Notice (“**Notice**”) is to inform our independent contractors of the categories of personal information we collect and the purposes for which we use such personal information. This notice is intended to comply with all applicable laws, such as the California Consumer Privacy Act. If any provision below conflicts with a legal requirement, then we will comply with the applicable law. Please also review our Privacy Policy, which is incorporated by reference into this Notice.

1. Collection and Use of Personal Information for Business Purposes

We collect, use, and disclose your Personal Information for business purposes only and consistent with applicable laws. Where we disclose Personal Information to third parties, we do so for the business purposes described below and, where appropriate, we require that such parties maintain the confidentiality of the Personal Information and maintain appropriate systems and processes to ensure its security and protection.

For purposes of this Notice, “**Personal Information**” is information that relates to an identified or identifiable person. Personal Information does not include deidentified, aggregated, or combined information, which includes data that is not reasonably capable of identifying you or being linked to you.

We may collect and use the following categories of Personal Information about you to manage your contractual relationship with us:

Category of Personal Information	Source of Information	How we use it	Categories of Recipients
Contact information: such as your name, home and work address, personal and work telephone numbers, personal and work email addresses.	From you.	We may use this information to open and maintain a record of your relationship with us, communicate with you for internal business purposes or emergencies, maintain an internal directory and grant you access to internal systems.	Our service providers who assist us in processing payments and services.
Job-related information and qualifications: such as position applied for, previous job roles, education, awards, qualifications, certificates,	From you.	We may use this information to assess your suitability for a role, conflict of interest reporting, and to	Our service providers who assist us in processing payments and services.

Category of Personal Information	Source of Information	How we use it	Categories of Recipients
licenses, financial relationships, compensation and salary information, and any other information you choose to provide in your resumes and/or applications, as well as work anniversary information and skills and experience over the employment period.		fulfill our obligations to regulators (including demonstrating the suitability of contractors for their role).	
National identification information: such as your country of birth or the country where you are a registered national or citizen, and any visa or other right to work.	From you, and from third-party entities providing information to verify the information you provided, where necessary.	We may use this information to determine your eligibility to work and fulfill our obligations to relevant government authorities.	Our service providers who assist us in processing payments and services.
Age and benefits information: including your date of birth, marital status, information about your pension and other welfare benefits.	From you.	We may use this to maintain records and assess your eligibility for and/or pay you any statutory or other benefits to which you may be entitled.	Our service providers who assist us in processing payments and services.
Emergency contact information: information about your emergency contacts.	From you.	We may use this information to contact the designated contacts in the case of an emergency.	Our service providers who assist us in processing payments and services.
Financial Information: such as your bank account details.	From you.	We may use this information to pay you or process any expense claims.	Our service providers who assist us in processing payments and services.
Travel-related records: frequent flyer numbers, itineraries, flight, train,	From you.	We may use this information to arrange or reimburse travel,	Our service providers who assist us in processing

Category of Personal Information	Source of Information	How we use it	Categories of Recipients
rental car, car service, hotel or other similar information.		contact you during travel, as necessary with travel service providers, or in an emergency situation.	payments and services.
Results of background checks and screening: such as education verification, criminal records checks and driver's license checks.	From you, and from organizations participating in background check and screening processes.	We may use this to determine your suitability for certain roles (to the extent permitted or required by law) and determine your eligibility for certain benefits (such as a company car).	Our service providers who assist us in processing payments and services.
References: such as opinions and comments of any previous employers.	From you, and from your previous employers.	We may use this to determine your suitability for certain roles and to fulfill our obligations to regulators (including demonstrating the suitability of contractors for their role to regulators and professional bodies).	Our service providers who assist us in processing payments and services.
Salary and wage information: salary details and wage information.	From you, and from third-party entities required to verify such information, where necessary.	We may use this information to allocate resources and process payments of salary, wages, and any other amounts we owe you.	Our service providers who assist us in processing payments and services.

Category of Personal Information	Source of Information	How we use it	Categories of Recipients
Disciplinary, capability and conduct records: details of warnings and other records relating to conduct.	From you, and from third-party entities that collect and report on such information, where necessary.	We may use this information for assessing and taking action in relation to disciplinary, capability, grievance and conduct issues, maintaining your contractor records, monitoring and improving our human resources procedures and processing and fulfilling our obligations to regulators.	Our service providers who assist us in processing payments and services.
Information we obtain from monitoring: such as records of your use of our computer systems or the Internet, and recordings from surveillance cameras on our business premises.	From our workplace and computer system monitoring measures.	We may use this to monitor your compliance with our internal policies and procedures, to investigate security breaches and misuse of computer equipment and systems, to protect the safety of employees and third parties, and to protect our property from theft, vandalism and damage.	Our service providers who assist us in processing payments and services.
Sensitive Personal Information, insofar as necessary and legally permitted, such as: (1) Social Security, driver's license, state identification, or passport number, (2) account login, financial account, debit card or credit	From you, from third-party references, credit agencies, or entities verifying work authorization.	Health and disability records: We will use this information to address our legal obligations to you, make any accommodations required to assist	Our service providers who assist us in processing payments and services.

Category of Personal Information	Source of Information	How we use it	Categories of Recipients
card number, in combination with any required security or access code, password, or credentials allowing access to an account, (3) precise geolocation, (4) racial or ethnic origin, religious or philosophical beliefs, or union membership, (5) the contents of your mail, email or text messages, unless We are the intended recipient of the communication, (6) information regarding your health, such as information relating to health and safety in the workplace, accidents and near misses, and vaccination records and vaccination status information, (7) information regarding your sexual orientation.	Information that may be collected from monitoring your device.	you in the performance of your role and determine whether you are fit to undertake tasks required by your job role. Equal opportunities monitoring information: We will use this information, such as your ethnicity, religion, gender and sexual orientation, to conduct equal opportunity and diversity monitoring where permitted or required by law. As required: We will also use sensitive personal information to ensure compliance with legal and regulatory requirements, to perform any legal obligations in relation to your union membership, and for any other purposes required by law or government authorities.	
Any other information that you store on our equipment and computer systems, such	From you, and from	We may use this to monitor compliance with	Our service providers who assist us in

Category of Personal Information	Source of Information	How we use it	Categories of Recipients
as electronic communications or documents that you create or upload to our systems.	monitoring your device.	our internal rules and policies, investigate security breaches and misuse of computer equipment and systems, and in connection with our back-up and disaster recovery plans.	processing payments and services.

2. Additional Purposes for Using Personal Information

In addition to the uses set forth above, we may use and share the categories of Personal Information identified:

- To comply with applicable legal and regulatory requests and obligations (including investigations).
- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of our company policy or rules, or other misconduct.
- To seek advice from lawyers, auditors and other professional advisers.

3. California Privacy Rights

If you are a California resident, California law provides you with the following rights with respect to your personal information:

- The right to know what personal information we have collected, used, or disclosed about you.
- The right to request that we delete any personal information we have collected about you.
- The right to correct inaccurate personal information about you.

4. No Sale of Personal Information

We do not “sell” your personal information or “share” your personal information for cross-context behavioral advertising, as those terms are defined in the CCPA.

5. Sensitive Personal Information

Your sensitive personal information will not be used for any additional purposes that are incompatible with the purposes listed above, unless we provide you with notice of those additional purposes.

6. Submitting Requests

You may submit requests to delete, correct, and/or to know personal information we have collected about you by [accessing our California Consumer Rights request portal](#) at:

- [Request to Know or Access Information](#)
- [Request to Delete Information](#)
- [Request to Correct Information](#)

or by [contacting our Toll-Free Telephone Number](#) at:

800.349.4354

We will respond to your request in compliance with the requirements of CCPA or other applicable law.

7. Verification of Your Identity

When you exercise these rights and submit a request to us, we or our partners will verify your identity by asking you to authenticate your identity via standard authentication procedures. For example, we may ask for your email address. We also may use a third-party verification provider to verify your identity.

8. Non-Discrimination

If you make a request under the CCPA, we will not discriminate against you in any way. For example, we will not deny you discounts or other benefits or impose penalties on you, or provide you with or suggest that you will receive a different level or quality of benefits or services.

9. Authorized Agents

You may permit an authorized agent to submit a request to know or to delete your personal information. If we receive a request on your behalf, we will ask that person to give us proof that you gave that person written permission to make a request for you. If that person does not provide us with written proof, we will deny their request so that we can protect your personal information.

10. Automated Decision-Making

We generally do not use automated decision-making technology, as that term is defined by State Privacy Laws. If we make use of automated decision-making technology, you will be informed through a separate privacy notice.

11. Record Retention

We may retain your personal information for as long as necessary to fulfil the purpose for which it was collected or to comply with legal or regulatory requirements. We strive to retain your personal information no longer than is reasonably necessary to carry out the purposes listed in this Notice or as required by law. We retain your personal information in accordance with applicable law and internal record retention practices.

12. Questions

If you have any questions about this Privacy Policy or to request this Privacy Policy in another form, you may call us at 800.349.4354 (800.DIXIELINE) and ask to speak with Robert Shiflet, or you may email us at robert.shiflet@bldr.com.