

Data Retention Records Schedule

Category	Examples	Retention Period
Personal Identifiers	Name, alias, social security number, date of birth, driver's license or state identification card number, passport number, employee ID number.	Duration of our relationship with you plus 4 years
Contact Information	Home, postal or mailing address, email address, home phone number, cell phone number.	Duration of our relationship with you plus 4 years
Account Information	Username and password for Company accounts and systems, and any required security or access code, password, or credentials allowing access to your Company accounts.	<u>Username</u> : permanent; <u>Password or security code</u> : while in use + 1 year
Protected Classifications	Race, ethnicity, national origin, sex, gender, sexual orientation, gender identity, religious or philosophical beliefs, age, disability, medical or mental condition, military status, familial status, language, or union membership.	Duration of our relationship with you plus 4 years
Physical Characteristics or Description	Information on your Driver's License (such as eye color, hair color, height, weight), as well as information collected to the extent relevant for workplace investigations or for enforcement of Company policies on appearance and grooming (such as tattoos, piercings).	Duration of our relationship with you plus 4 years
Biometric Data	Fingerprints, facial recognition.	While in use for identity verification, plus 1 year
Financial Information	Bank account number for direct deposit, credit card number, debit card number, or other financial account information.	Duration of our relationship with you plus 4 years
Pre-Hire Information	Information provided in your job application or resume, information gathered as part of background screening and reference checks, pre-hire drug test results, job interview notes by persons conducting job interviews for the Company, information contained in candidate evaluation records and assessments, information in work product samples you provided,	If hired, this data will be retained for duration of employment plus 4 years. If not hired, it will be retained for 4 years from when position is filled or the date we receive your

	voluntary disclosures by you, and Wage Opportunity Tax Credit (WOTC) information.	information, whichever is longer.
Employment History	Information regarding prior job experience, positions held, names of prior supervisors, and when permitted by applicable law your salary history or expectations.	If hired, this data will be retained for duration of employment plus 4 years. If not hired, it will be retained for 4 years from when position is filled or the date we receive your information, whichever is longer.
Education Information	Information from resumes regarding educational history; information obtained from transcripts or records of degrees and vocational certifications obtained.	If hired, this data will be retained for duration of employment plus 4 years. If not hired, it will be retained for 4 years from when position is filled or the date we receive your information, whichever is longer.
Professional or Employment-Related Information	Information contained in your personnel file and in other employment documents and records, including information contained in the following types of records: new hire or onboarding records, I-9 forms, tax forms, time and attendance records, non-medical leave of absence records, workplace injury records, safety records, performance evaluations and records, disciplinary records, investigatory records, training records, licensing and certification records, compensation and health benefits records, COBRA notifications, business expense records, and payroll records.	Duration of our relationship with you plus 4 years
Travel Information	Information regarding business travel, vacation and personal travel plans, and for infectious disease contact tracing purposes the locations travelled to within the applicable infectious period prior to coming to the workplace and the dates spent in those locations.	Duration of our relationship with you plus 4 years

<p>Family Information</p>	<p>Contact information for family members listed as emergency contacts, contact information for dependents and other dependent information, medical and health information for family members related to COVID-19 symptoms, exposure, diagnosis, testing, or vaccination, as well as information related to their travel and whom they have been in close contact with during the applicable COVID-19 infectious period.</p>	<p>Duration of our relationship with you plus 4 years</p>
<p>Information of Friends, Co-workers, and Other Associates with Whom You Have Been in Close Contact within the COVID-19 infectious period per applicable guidelines</p>	<p>Medical and health information provided to the Company for an employee’s friends, co-workers, and other associates related to COVID-19 symptoms, exposure, diagnosis, testing, or vaccination, as well as information related to their travel and whom they have been in close contact with during the applicable COVID-19 infectious period.</p>	<p>Duration of our relationship with you plus 4 years</p>
<p>Medical and Health Information</p>	<p>Medical information contained in such documents as doctor’s notes for absences or work restrictions, medical leave of absence records, requests for accommodation, interactive process records, ergonomic assessment and accommodation records, and correspondence with you and your medical or mental health provider(s) regarding any request for accommodation or medical leave of absence, as well as information in post-hire drug test results, and information related to COVID-19 symptoms, exposure, contact tracing, diagnosis, testing, or vaccination.</p> <p>This includes medical information and health benefits information for dependents and beneficiaries.</p>	<p>Duration of our relationship with you plus 4 years</p>
<p>Internet, Network, and Computer Activity</p>	<p>Internet or other electronic network activity information related to usage of Company networks, servers, intranet, shared drives, or Company-issued computers and electronic devices, including system</p>	<p>2 years</p>

	and file access logs, security clearance level, browsing history, search history, and usage history	
Mobile Device Security Information	Data identifying employee's devices accessing Company networks and systems, including cell phone make, model, and serial number, cell phone number, and cell phone provider	2 years
Online Portal and Mobile App Access and Usage Information	Username and password, account history, usage history, file access logs, and security clearance level.	2 years
Geolocation Data	IP address and/or GPS location (latitude & longitude) recorded on Company-issued computers, electronic devices, and vehicles, as well as timekeeping applications on cell phones that employees use to clock in and out and that log the geographic location at which each time entry was made	2 years
Visual, Audio or Video Recordings in the Workplace	Your image when recorded or captured in surveillance camera footage or pictures of employees taken in the workplace or at a Company function or event, or in pictures or video of employees posted on social media to which the Company or its managers have access or that are submitted to the Company by another employee or third party.	Surveillance video – 90 days; duration of our relationship with you plus 4 years
Facility & Systems Access Records	Information identifying which employees accessed secure Company facilities, systems, networks, computers, and equipment and at what times using their keys, badges, fobs, login credentials, or other security access method.	2 years
Inferences	Based on analysis of the personal information collected, we may develop inferences regarding employees' preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes for purposes of employment and management decisions related to staffing, assignments, responsibilities, team composition, hiring, promotion, demotion, and termination, among other things.	Duration of our relationship with you plus 4 years

<p>Contents of Personal Communications where the Company is not the intended recipient</p>	<p>If you use Company email, phones, computers, online chat applications (Slack, Teams, Zoom, etc.) or other Company systems for personal communications where the Company is not the intended recipient of the communication, the Company retains these communications in the ordinary course of managing its communication and computer systems and pursuant to the Company's data retention policy. Employees have no expectation of privacy with respect to any communications or data they send, receive, access or store on any company computer or system, including any personal communications. The Company may monitor, access, review and use all such communications and data for lawful business purposes detailed below, including to manage and evaluate employee performance and make employment decisions.</p>	<p>2 years</p>
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