

ANAQUA INC.’S PRIVACY NOTICE TO CALIFORNIA EMPLOYEES, EMERGENCY CONTACTS AND BENEFICIARIES REGARDING THE COLLECTION OF PERSONAL INFORMATION

Anaqua, Inc. and its affiliates (the “Company”) are committed to protecting the privacy and security of personal information of its employees and their emergency contacts and beneficiaries. The Company complies with the California Privacy Rights Act (CPRA”) and all data privacy and laws in the jurisdictions in which it recruits and hires employees.

We collect only the personal information that is reasonably necessary and proportionate to achieve our purposes. **We do not:**

- **sell your personal information;**
- **share or disclose your personal information to third parties other than the entities or service providers listed below;**
- **share or disclose your sensitive information to third parties for purposes other than those permitted by the CPRA;**
- **sell or share the personal information of consumers under 16 years of age; or**
- **permit third parties to collect your personal information on our behalf other than our service providers listed below.**

Employees, emergency contacts and beneficiaries with disabilities may access this notice in an alternative format by contacting anaquaprivacyofficer@anaqua.com.

CATEGORIES OF PERSONAL INFORMATION WE COLLECT AND HOW DO WE USE, RETAIN, AND SHARE THIS INFORMATION

A. Our Employees

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION
<u>Identifiers</u> such as a real name, alias, postal address, unique personal identifier, , email address, account name, social security number, driver’s license number, passport number, or	Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, exercise our legal and contractual rights	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or	Company human resources, management, and IT personnel; applicable government agencies; and our human resources service providers.

<p>other similar identifiers.</p>		<p>data retention period and/or any period of time necessary to exercise our legal rights</p>	
<p><u>Protected categories</u> such as race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability, age, citizenship status, , , marital status, , , , military or veteran status,.</p>	<p>Manage our employment relationship with you, comply with our legal and contractual requirements; establish, exercise our legal and contractual rights; and implement the Company’s diversity, equality, and inclusion programs.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; applicable government agencies; and our human resources service providers.</p>
<p>1 <u>Sensitive Personal Information</u>, such as social security number; driver’s license number; state identification card number; passport number; account log-in; financial account; debit card number, password,;; racial or ethnic origin;;; contents, email, unless the Company is the intended recipient of the communication; genetic data; ;.</p>	<p>Manage our employment relationship with you, verify your identity; comply with our legal and contractual requirements; establish, exercise our legal and contractual rights; and implement the Company’s diversity, equality, and inclusion programs.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; applicable government agencies; and our human resources service providers.</p>
<p>.</p>	<p>Manage our employment relationship with you, verify your identity</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal</p>	<p>Company human resources, management, and IT personnel; and our</p>

	and access rights; comply with our legal and contractual requirements; establish, exercise our legal and contractual rights;	information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights	human resources service providers.
<u>Geolocation information</u>	Manage our employment relationship with you, verify access rights; comply with our legal and contractual requirements; establish, exercise our legal and contractual rights;	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights	Company human resources, management, and IT personnel; applicable government agencies; and our human resources service providers.
<u>Professional or employment-related information</u> such as immigration and work eligibility; and information provided by you during the interview and hiring process performance management information, such as employment status (full-time or part-time, regular or temporary); work schedule; job assignments; hours	Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, exercise our legal and contractual rights	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights	Company human resources, management, and IT personnel; and our human resources service providers.

<p>worked; business travel information; expatriate and secondment assignments; accomplishments and awards; training and development information; performance evaluation information; workplace safety information; medical or health conditions, job restrictions, workplace accident and illness information, and health insurance information; complaint resolution information; discipline and counseling information; and employment termination information.</p>			
<p><u>Education information relevant to the job</u></p>	<p>Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, exercise our legal and contractual rights</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to</p>	<p>Company human resources, management, and IT personnel; and human resources service providers.</p>

		exercise our legal rights	
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B. Our Employees' Emergency Contacts

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION
<u>Identifiers</u> such as a name, alias, postal address, telephone number, and email address,	Manage our employment relationship with you; contact your designated emergency contact persons in the event of an emergency; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights	Company human resources, management, and IT personnel; and our human resources service providers.
<u>Protected categories</u> such as marital status or other family status.	Manage our employment relationship with you; contact your designated emergency contact persons in the event of an emergency; comply with our legal and contractual	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any	Company human resources, management, and IT personnel; and our human resources service providers.

	requirements; and to establish, exercise our legal and contractual rights	legally required record or data retention period and/or any period of time necessary to exercise our legal rights	
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C. Our Employees' Beneficiaries

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION
<u>Identifiers</u> such as a real name, alias, postal address, telephone number email address, account name, social security number, driver's license number, passport number, or other similar identifiers.	Manage our employment relationship with you; administer benefits programs for beneficiaries of our employees; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights	Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits administrators and insurance companies.
2 <u>Sensitive Personal Information</u> , such as social security number; driver's license number; state identification card number; passport number; account log-in; financial account; debit card number, , password, or	Manage our employment relationship with you; administer benefits programs for beneficiaries of our employees; comply with our legal and contractual requirements; and to establish, exercise	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data	Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits administrators and insurance companies

<p>credentials allowing access to an account; racial or ethnic origin; religious or philosophical beliefs; union membership; contents of an individual’s mail, email, and text messages unless the;</p>	<p>our legal and contractual rights</p>	<p>retention period and/or any period of time necessary to exercise our legal rights</p>	
<p>3 <u>Professional or employment-related information</u> such as employer name and contact information and employment health insurance information.</p>	<p>Manage our employment relationship with you; administer benefits programs for beneficiaries of our employees; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits administrators and insurance companies</p>
<p>4 Information necessary to process benefits claims including health and financial information</p>	<p>Manage our employment relationship with you; administer benefits programs for beneficiaries of our employees; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights</p>	<p>Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits administrators and insurance companies</p>

YOUR PRIVACY RIGHTS

As a California resident, you have the following privacy rights regarding your personal information:

- The right to know and right to access the personal information we have collected about you, including the categories of personal information, the categories of sources from which the personal information is collected, the business or commercial purpose for collecting, selling, or sharing personal information, the categories of third parties to whom the business discloses personal information, and the specific pieces of personal information the business has collected about the consumer;
- The right to delete personal information that we have collected from you, subject to certain exceptions;
- The right to correct inaccurate personal information that we maintain about you;
- The right of portability, or right to have us transfer your personal information to other persons or entities upon your request;
- The right to limit the use of your sensitive information if we decide in the future to use such information for purposes other than the purposes listed above; and
- The right not to be discriminated against for exercising your of privacy rights.

You can exercise your privacy rights by submitting a request to us by emailing us at: anaquaprivacyofficer@anaqua.com or asking our Human Resources department for a written request form. To protect the security of your personal information, we will require you to provide us with identifying information for you such as personal email address, personal telephone number, employee identification number, and/or other information that we can match with the personal information we have collected about you to verify your identity.

You may use an authorized agent to request access to or deletion of your personal information. We will require your authorized agent to provide us with either (1) a power of attorney authorizing the authorized agent to act on your behalf or (2) your written authorization permitting the authorized agent to request access to your personal information on your behalf. Further, we will require you or your authorized agent to provide us with identifying information to verify your identity. We may also require you to either verify your own identity directly with us or directly confirm with us that you provided the authorized agent permission to submit the request.

Within 10 days of receiving your request to know, we will confirm receipt of your request and provide information about how we will process your request. Generally, we will respond to your request within 45 days. If we need more time to respond, we will provide you with notice and an explanation of the reason we need more time to respond. We may deny your

request if we cannot verify your identity or are legally permitted to deny your request. If we deny your request, we will explain the basis for the denial, provide or delete any personal information that is not subject to the denial, and refrain from using the personal information retained for any purpose other than permitted by the denial. We will maintain a record of your request and our response for 24 months.

QUESTIONS

If you have any questions or concerns regarding this Privacy Notice, please contact: anaquaprivacyofficer@anaqua.com.

I have received, read, and understood the above Privacy Notice and information contained therein. I certify that I have provided a copy of this Privacy Notice to my emergency contacts and beneficiaries prior to disclosing their personal information.

Date:
Name:
Signature:

OR

By typing my name [or clicking this box], I acknowledge that I have received, read, and understood the above Privacy Notice and information contained therein. I also certify that I have provided a copy of this Privacy Notice to my emergency contacts and beneficiaries prior to disclosing their personal information. I also acknowledge that I intend to sign this Privacy Notice electronically and intend that my typed name or clicked box serve as my signature.