



## California Consumer Privacy Act Disclosures

In these California Consumer Privacy Act Disclosures (“**CCPA Disclosures**”), we, Skyline Commercial Interiors, Inc. d/b/a Skyline Construction Inc., disclose information about our data processing practices as required by the California Consumer Privacy Act of 2018 (“**CCPA**”).

### I. Who and what information is subject to these CCPA Disclosures?

California residents are protected as “consumers” by the CCPA with respect to personal information. These disclosures do not reflect our collection, use or disclosure of California residents’ personal information where an exception under the CCPA applies.

### II. CCPA Notice at Collection Online

We collect the following categories of personal information about consumers:

- Information consumers give us at their own initiative, when they fill in forms on our site or correspond with us by phone, e-mail or otherwise, including when they respond to job postings on our site, request information about our services, and or report a problem with our site. The information consumers give us includes their name, address, e-mail address and phone number, and other information that they voluntarily provide. We use such information for the purposes for which the consumer sends the information to us, *e.g.*, to process a job application, provide information about our services, or address problems with our site.
- Information we automatically collect from devices that consumers use to visit our site, such as technical information, including the domain and host name from which site visitors access the Internet, the Internet protocol (IP) address used to connect computers to the Internet, browser type and version, time zone and country setting, browser plug-in types and versions, operating system and platform; information about site visits, including the full Uniform Resource Locators (URL), services viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page. We use this information for purposes of optimizing the functionality of our website.

### III. CCPA Privacy Policy

#### 1. Right to Know About Personal Information Collected, Disclosed, or Sold

You have the right to request that we disclose what personal information we collect, use, disclose and sell about you specifically (“**right to know**”). To submit a request to exercise the right to know, please populate the webform accessible below, call our toll-free number at 888-908-1076, or submit an email request to [CCPASCI@skylineconstruction.build](mailto:CCPASCI@skylineconstruction.build) and include “California Request to Know” in the subject line. Please specify in your request the details you would like to know, including any specific pieces of personal information you would like to access.

We will ask that you provide certain information to verify your identity, such as a code sent to an email address we may have on file for you. If you have a password-protected account with us, we may verify your identity through our existing authentication practices for your account. The information that we ask



you to provide to verify your identity will depend on your prior interactions with us and the sensitivity of the personal information at issue. We will respond to your request in accordance with the CCPA. If we deny requests, we will explain why.

## 2. Our Personal Information Handling Practices over the past 12 months

We have set out below the categories of personal information we have collected about California residents in the preceding 12 months and, for each category of personal information collected, the categories of sources from which that information was collected, the business or commercial purposes for which the information was collected, and the categories of third parties with whom we shared the personal information.

Categories of personal information, listed in the order they appear under the CCPA’s definition of personal information (Cal. Civ. Code § 1798.140(o)(1))	We collected such personal information to use for the following business or commercial purposes:	We collected such personal information from the following categories of sources:	We shared such personal information with the following categories of third parties:
Identifiers such as a real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, social security number, driver’s license number, passport number, or other similar identifiers.	To provide a more customized web experience and to understand site usage and improve the content and offerings of the site; for Human Resource Operations administration and communication; to make contacts with you by telephone, email, or ground mail, to provide you with information and advertisements about Skyline and our services; for the purpose of recruitment and evaluations of qualifications, suitability, aptitude, skills for possible employment or internship possibilities; background checks (including driving records) and for purposes for immigration visa or work	Directly from the California resident, from government entities from which public records are obtained; and from Skyline’s Applicant Tracking System (ATS), used to post positions, track candidates for possible positions and maintain history for future hiring.	Cloud hosting and internet service providers, government entities, operating systems and platforms, third party vendors used for background checks for employment purposes, and insurance companies.

	permit;and for accounts payable use.		
Any categories of personal information described in subdivision (e) of Section 1798.80: “Personal information” means any information that identifies, relates to, describes, or is capable of being associated with, a particular individual, including, but not limited to, his or her name, signature, social security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information. “Personal information” does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.	For the purposes of recruitment and evaluations of qualifications, suitability, aptitude, skills for possible employment or internship possibilities; for background checks (including driving records) and for purposes for immigration visa or work permits; for Human Resource Operations administration and communication; to make contacts with you by telephone, email, or ground mail, to provide you with information and advertisements about Skyline and our services, establish and maintain a well-managed customer or prospective customer relationship, and to evaluate, develop, and improve our services; to generate payroll and to pay employees.	From Skyline’s ATS, used to post positions, track candidates for possible positions and maintain history for future hiring; HRIS and payroll systems for Human Resource administration and payroll processing; and directly from individuals.	Third party vendors used for background checks for employment purposes and payroll processors; market survey programs used to maintain competitiveness in the market place; and insurance companies.
Characteristics of protected classifications under California or federal law, including age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender	We collect sensitive information in order to achieve our diversity goals; to generate payroll and to pay employees.	From Skyline’s ATS and benefit enrollment system/portal; directly from individuals and payroll systems.	State/local governments in order to comply with EEO1 requirements; and third party payroll processors.



<p>identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).</p>			
<p>Commercial information, including records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.</p>	<p>To make contacts with you by telephone, email, or ground mail, to provide you with information and advertisements about Skyline and our services, establish and maintain a well-managed customer or prospective customer relationship, and to evaluate, develop, and improve our services.</p>	<p>Directly from individuals.</p>	<p>None.</p>
<p>Biometric information.</p>	<p>To the extent reasonably necessary to ensure safety of all individuals and/or to comply with state regulations, orders and/or recommendations.</p>	<p>Directly from individuals in person and through employee online questionnaires.</p>	<p>None.</p>
<p>Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer's interaction with an Internet Web site, application, or advertisement.</p>	<p>To make contacts with you by telephone, email, or ground mail, to provide you with information and advertisements about Skyline and our services, establish and maintain a well-managed customer or prospective customer relationship, and to evaluate, develop, and improve our services; to provide a more customized web experience and to understand site usage and improve the content and offerings of the site.</p>	<p>From individuals' electronic mail (email) based communication database; Skyline's centralized network and activity tracking systems.</p>	<p>Cloud hosting service providers.</p>

<p>Geolocation data.</p>	<p>To facilitate potential office relocations; acquisition activity, and insurance benefit renewals; to make contacts with you by telephone, email, or ground mail.</p>	<p>Directly from individuals.</p>	<p>Banks, commercial real estate brokers, and insurance brokers.</p>
<p>Audio, electronic, visual, thermal, olfactory, or similar information.</p>	<p>To make contacts with you by telephone, email, or ground mail, to provide you with information; to provide a more customized web experience and to understand site usage and improve the content and offerings of the site; for office administration, including auto-forward to emails and meeting platforms; and to the extent reasonably necessary to ensure office security and safety of all individuals and/or to comply with state regulations, orders and/or recommendations.</p>	<p>Directly from individuals in person and through employee online questionnaires; from office security cameras; from phone systems and conference meeting applications.</p>	<p>Cloud hosting service providers.</p>
<p>Professional or employment-related information.</p>	<p>For the purposes of recruitment and evaluations of qualifications, suitability, aptitude, skills for possible employment or internship possibilities; for background checks and for purposes for immigration visa or work permits to manage Human Resource operations and administration; and for the purpose of safety training</p>	<p>From Skyline's ATS system, HRIS, benefit and payroll systems; third party vendors conducting background checks, safety training, and safety certifications.</p>	<p>Third party vendors used for recruitment and employment purposes; Division of Occupational Safety and Health and outside counsel.</p>



	and safety certification certificates.		
Education information, defined as information that is not publicly available personally identifiable information as defined in the Family Educational Rights and Privacy Act (20 U.S.C. section 1232g, 34 C.F.R. Part 99).	For the purposes of recruitment and evaluations of qualifications, suitability, aptitude, skills for possible employment or internship possibilities; for background checks and for purposes for immigration visa or work permits; for Human Resource Operations and administration purposes.	From Skyline’s ATS; from Skyline’s employee security awareness training platform; from Skyline’s IT ticketing, issues tracking, and change management system.	Third party vendors used for recruitment and employment purposes; cloud hosting service providers.

**3. Disclosures of Personal Information, No Sale**

Over the preceding 12 months, we disclosed certain categories of California residents’ personal information to the categories of third parties as shown in the table above.

We do not sell California residents’ personal information. We do not have actual knowledge that we sell the personal information of minors under 16 years of age.

**4. Right to Request Deletion of Personal Information**

You have a right to request the deletion of personal information that we collect or maintain about you. To submit a request to delete personal information, please populate the webform accessible below or submit an email request to CCPASCI@skylineconstruction.build and include “California Request to Delete” in the subject line. Please specify in your request the personal information about you that you would like to have deleted, which can be all of your personal information as required by the CCPA.

We will ask that you provide certain information to verify your identity, such as a code sent to an email address we may have on file for you. If you have a password-protected account with us, we may verify your identity through our existing authentication practices for your account. The information that we ask you to provide to verify your identity will depend on your prior interactions with us and the sensitivity of the personal information at issue. Once we have verified your identity, we will ask you to confirm that you wish to have your personal information deleted. Once confirmed, we will respond to your request in accordance with the CCPA. If we deny your request, we will explain why.

**5. Right to Opt-Out of the Sale of Personal Information**

You have the right to opt-out of the sale of your personal information by a business. We do not sell your personal information.



## **6. Right to Non-Discrimination for the Exercise of a Consumer’s Privacy Rights**

You may not be discriminated against because you exercise any of your rights under the CCPA.

## **7. Authorized Agent**

You can designate an authorized agent to make a request under the CCPA on your behalf if:

- The authorized agent is a natural person or a business entity registered with the Secretary of State of California; and
- You sign a written declaration that you authorize the authorized agent to act on your behalf.

If you use an authorized agent to submit a request to exercise your right to know or your right to request deletion, please have the authorized agent take the following steps in addition to the steps described in Sections 1 and 4 above:

- Mail your written declaration authorizing the authorized agent to act on your behalf, certified by a California notary public, to Skyline Commercial Interiors, Inc. d/b/a Skyline Construction Inc; 343 Sansome Street, Suite 500; San Francisco, CA 94104 and
- Provide any information we request in our response to your email to verify your identity. The information that we ask you to provide to verify your identity will depend on your prior interactions with us and the sensitivity of the personal information at issue.

If you provide an authorized agent with power of attorney pursuant to Probate Code sections 4000 to 4465, it may not be necessary to perform these steps and we will respond to any request from such authorized agent in accordance with the CCPA.

## **8. Contact for More Information**

If you have questions or concerns regarding our privacy policy or practices, you may contact us using the following details:

Email address: [CCPASCI@skylineconstruction.build](mailto:CCPASCI@skylineconstruction.build)

Postal address: Skyline Commercial Interiors, Inc. d/b/a Skyline Construction Inc.; 343 Sansome Street, Suite 500; San Francisco, CA 94104.