

## CPM's Recruiting Privacy Policy

This policy lets you know how CPM collects and uses your personal information in connection with CPM's recruiting efforts. This policy describes the broadest potential use of personal information; we typically make less use of your personal information than is described here.

Your provision of personal information in connection with the recruiting or job application process confirms your consent for CPM to collect that information and to use, transfer, retain or share it with CPM staff specifically assigned to the recruiting process.

**Collecting Personal Information.** You may provide personal information to CPM including educational and employment background, contact information and preferences, job qualifications and jobs for which you would like to submit an application. You also may choose to provide CPM additional information such as your resume, transcripts, employment references and related information, and compensation history. In addition, CPM may collect information from third parties, in connection with a background or employment check and/or employment references, performed in accordance with local, state and federal law.

**Voluntary Disclosure.** Your provision of personal information in connection with recruiting is voluntary, and you determine the extent of information you provide to CPM; please note that if you decide not to provide information, it may affect our ability to consider you for employment.

**Sensitive Personal Information.** CPM does not request or require sensitive personal information concerning religion, health, sexual orientation, race or ethnicity, or political affiliation in connection with recruiting. If you have a disability and would like CPM to consider any accommodation, you may provide that information during the recruiting process.

**Security and Confidentiality.** CPM takes the upmost care in maintaining the confidentiality of your personal information. Except as otherwise stated in this policy or as required for legal or regulatory purposes, CPM treats your personal information as confidential and will not disclose it to third parties without your consent. CPM maintains, and requires its staff to maintain reasonable administrative, physical and technical controls designed to protect the confidentiality and security of your personal information. CPM employees who may have access to personal information are required to keep that information confidential.

**Retention.** CPM may retain your information to consider you for other job opportunities. To the extent permitted or required by law, CPM may delete data at any time; accordingly, you should retain your own copy of any information you submit to us.

**Your Responsibilities.** You are responsible for the information you provide or make available to CPM, and you must ensure it is honest, truthful, accurate and not misleading in any way. You must ensure that the information provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party; does not contain malicious code; and is not otherwise legally actionable. Further, if you provide any information concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consents necessary for CPM to collect and use that information as described in this policy.

**General.** CPM may update this policy from time to time, and the current version will be available from CPM's HR Department. If you have any questions or concerns about this policy or its application, or if you believe your personal information has been used in a way that is not consistent with this policy or your specified preferences, please contact us at 1851 Heritage Lane, Suite 210, Sacramento, CA 95815, Attention: Human Resource Director.