

California Privacy Rights for Prospective and Current Employees Effective Date: 09-02-2025



Under the California Consumer Privacy Act (CCPA) and California Privacy Rights Act (CPRA) Mechanics Bank and its subsidiaries and/or affiliates (the "Company," "our," "us," or "we") provide this privacy policy ("Employee Privacy Policy") to its current employees or prospective employees who reside in California ("you") in accordance with the California Consumer Privacy Act ("CCPA") and California Privacy Rights Act ("CPRA"). If you are a Prospective or Current Employee who is not a California resident, this Employee Privacy Policy does not apply to you. This Employee Privacy Policy does not govern any activities or the collection practices of the Company's customers or clients, including any employees or prospective employees who are conducting activity in their capacity as customers or clients, on any of our public-facing websites. If you are looking for the Company's collection practices of its consumers, please click here [Privacy \[Policy\]](#).

The purpose of the Employee Privacy Policy is to provide you with a comprehensive description of the Company's online and offline information practices of its prospective and current employees, inform you about the rights you have regarding your personal information in your capacity as a prospective or current employee, and provide information that is necessary for you to exercise those rights.

Collection of Personal Information

The Company has processed the following categories of personal information and sensitive personal information from you in the past 12 months:

Table 1

Categories	Examples	Sold or shared in the past 12 months	Retention period
Identifiers	Name, alias, postal address, email address, date of birth, social security number, passport number, driver's license number, and state identification card number.	None	Duration of employment plus three (3) years after termination
Protected Classifications	Race, color, ethnicity, sex/gender, marital status, military or veteran status, disability, age.	None	Duration of employment plus four (4) years after termination
Account Information	Company account log-in information, including your access code, password, or credentials allowing access to a Company account.	None	Duration of employment plus three (3) years after termination
Financial Information	Financial account information, and credit check if applicable.	None	Duration of employment plus four (4) years after termination
Biometric Information	Fingerprints via Live Scan.	None	Duration of employment plus five (5) years after termination
Internet or Other Electronic Network Activity	Browsing history or search history on Company-owned devices, and data identifying personal device information if used on Company networks; Work Calendars; User and Computer Usage.	None	Duration of employment plus three (3) years after termination
Geolocation Data	IP address from Company-owned devices or personal devices used on Company networks, GPS location from Company-owned vehicles and devices.	None	Retained for three (3) months

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Categories	Examples	Sold or shared in the past 12 months	Retention period
Audio, Electronic and/or Visual Information	Your photograph or image when recorded on Company surveillance security cameras, or captured at Company events, your voice or image when captured on recorded meetings after being given prior notification.	None	Retained for one (1) month
Employment-Related Information	Information contained in your personnel file, payroll records, SSN, I-9 verification forms, tax documents, requests for leave and/or accommodations, performance evaluations, training records.	None	Duration of employment plus four (4) years after termination
Education Information	Information regarding your degrees, field of study, prior educational institutions attended.	None	Duration of employment plus four (4) years after termination
Medical and Health Information	Doctor's notes or records from medical examinations	None	Duration of employment plus five (5) years after termination
Content of Mail, Email and/or Text	Mail, email and/or text messages transmitted through work systems and devices	None	Duration of employment plus three

Categories of Sources from which Personal Information is Collected

The Company collects your personal information from the following categories of sources:

- You
- Recruiters and/or staffing agencies
- Personal references and/or former employers
- Government agencies

Business Purposes for Which Personal Information is Disclosed

The Company collects and discloses your personal and sensitive personal information for the following business purposes:

1. To fulfill the reason for which you provided the information including to review your job application and/or to onboard you for Human Resources purposes
2. To maintain the safety and security of the Company's premises and networks
3. To respond to requests as required by applicable law, court orders, or government agencies/regulations
4. To facilitate your employment with the Company, including for purposes related to employment verification, promotion, discipline, payroll, performance assessment, etc.
5. To communicate with you regarding your employment
6. To ensure compliance with local, state, and federal laws related to infectious diseases

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Disclosures of Personal Information

We have disclosed the categories of personal information listed above in Table 1 in the past 12 months to:

- Consultants, service providers, and contractors who assist with Company operations, such as human resources, payroll benefits administration, IT, compliance, performance evaluation, and communications, and who are contractually obligated to protect the information and use it only to provide their services.

In addition, we may disclose personal information to:

- Government agencies, regulators, or law enforcement as required by applicable law, subpoena, or court order; and
- A successor in interest in the event of a corporate reorganization, merger, acquisition, or similar transaction.

Your Privacy Rights Under the CCPA

The CCPA confers the following rights on your regarding your personal information:

1. **The Right to Know.** The right to know what personal information the Company has collected about you, including the categories of personal information, the categories of sources from which the personal information is collected, the business purpose for collecting, or sharing personal information, the categories of third parties to whom the Company discloses personal information, and the specific pieces of personal information the business has collected about you.
2. **The Right to Delete:** The right to delete personal information that the Company has collected from you, subject to certain exceptions.
3. **The Right to Correct:** The right to correct inaccurate personal information that the Company maintains about you.
4. The right not to receive discriminatory treatment by the Company for the exercise of privacy rights conferred by the CCPA, including an employee's right not to be retaliated against for the exercise of their CCPA rights.

How to Exercise Your Privacy Rights Under the CCPA

You may exercise your privacy rights under the CCPA as described above through one of the following methods:

- Submit a request at 800.383.2350 - California Privacy Rights Act
- Submit a request by emailing: fm_hrbp@mechanicsbank.com
- Submit a request by webform

An authorized agent is a natural person or business entity that you have authorized to act on your behalf. An authorized agent can make a request under the CCPA on your behalf if the authorized agent provides the Company with your written and signed permission to make the request. The Company may deny a request from an authorized agent if the agent does not provide to the Company your signed permission demonstrating that they have been authorized by you to act on their behalf. For requests to delete, correct, or know, the Company may also require you to either verify your identity directly with the Company or directly confirm with the Company that you provided the authorized agent permission to submit the request.

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How We Will Verify Your Request Under the CCPA

The Company may request additional information from you for the purposes of verifying your identity when you are seeking to exercise your rights under the CCPA and for security and fraud-prevention purposes. For example, the Company may request that you provide the amount of your last paycheck, date of birth, and last four digits of your social security number to verify your identity. The Company may also deny or reject your requests if it determines that the information sought to be corrected or deleted is not valid, or if the information is otherwise protected by law from modification or deletion.

How We Will Respond to Your Request Under the CCPA

We will acknowledge your request within ten (10) business days and we will attempt to respond substantively within 45-90 days.

Right to Opt-Out of Sharing and Selling

The Company does not sell or share your personal or sensitive personal information as defined under the CCPA/CPRA.

Right to Know Sensitive Personal Information Collected

The Company does not use or disclose your sensitive personal information for any purposes other than those set forth in Regulation Section 7027(m).

Personal Information of Consumers Under 16 Years of Age

The Company **does NOT** have actual knowledge that it sells or shares the personal information of employees under 16 years of age.

Contact Us

If you have questions or concerns about the Company's privacy policy and information practices, please contact Human Resources at fm_hrbp@mechanicsbank.com.

Date Last Updated: September 2, 2025.

Changes to Our Privacy Notice

Mechanics Bank reserves the right to amend this PRIVACY NOTICE for California Residents at our discretion and at any time. When we make changes to this Notice, we will post the updated Notice on the Website and update the Notice's effective date. Your continued use of our Website following the posting of changes constitutes your acceptance of such changes.