

## CCPA Notice at Collection for California Employees, Contractors, and Applicants

Last Updated: [02/14/2024]

Ultragenyx values your trust and is committed to the responsible management, use, and protection of personal information. This CCPA Notice for California Employees, Contractors, and Applicants (“**CCPA Notice for Personnel**”) describes our practices in connection with the information that Ultragenyx collects from you online or offline in connection with your interactions with us for purposes of recruitment and employment. For more details, including rights and how to exercise them, please read the [Privacy Policy](#).

### PERSONAL INFORMATION WE COLLECT

#### Information You Provide

Ultragenyx collects and uses Personal Information for human resources, employment, benefits administration, health and safety, business-related purposes, and to be in legal compliance. Below are the categories of Personal Information we collect (and have collected in the preceding twelve (12) months):

- **Identifying information**, such as your full name, gender, date of birth, and signature.
- **Demographic data**, such as race, ethnic origin, marital status, disability, and veteran or military status.
- **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- **Dependent's or other individual's information**, such as their full name, address, date of birth, and Social Security numbers (SSN).
- **National identifiers**, such as SSN, passport and visa information, and immigration status and documentation.
- **Educational and professional background**, such as your work history, academic and professional qualifications, transcripts, educational records, references, and interview notes.
- **Employment details**, such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
- **Financial information**, such as banking details, tax information, payroll information, credit checks where applicable, and withholdings.
- **Health and safety information**, such as health conditions (if relevant to your employment), covid vaccination history, job restrictions, workplace illness and injury information, and health insurance policy information.
- **Information Systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on the Company's information systems and networks.
- **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to a Company office location.
- **Sensory or surveillance information**, such as COVID-19 related temperature checks and call monitoring and video surveillance.

- **Motor vehicle information**, such as records and for relevant roles.
- Preferences, such as a profile or summary about an applicant/employee's preferences and, characteristics.
- **Other information** that you provide and/or that we may need to collect during the recruiting and/or during any on-boarding process prior to employment.

While some of these categories of data may be considered sensitive personal information, we do not use or disclose sensitive personal information other than for exempt purposes under applicable law.

### **Information from Other Sources**

Ultragenyx will obtain information about you from other sources as permitted by applicable law and/or with your consent:

These other sources may include:

- Your references;
- Prior employers;
- Recruits;
- Service providers, including those that perform background check companies, where appropriate and lawful;
- Educational institutions you attended;
- Credentialing, licensing, and debarment status.

In addition, while publicly available information generally is not subject to the CCPA, we also may combine the information we collect with information that you make publicly available via the Internet, social media networks, and other publicly accessible sources.

### **USE OF INFORMATION**

The Company collects Personal Information to use or disclose as appropriate to:

- Comply with applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with us, including for:
  - onboarding processes;
  - timekeeping, payroll, and expense report administration;
  - employee benefits administration;
  - employee training and development requirements;
  - the creation, maintenance, and security of your online employee accounts;
  - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
  - workers' compensation claims management;
  - employee job performance, including goals and performance reviews, promotions, discipline, and termination;
  - other human resources purposes; and

- Manage and monitor employee access to company facilities, equipment, and systems.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Company policies and procedures.
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company.
- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain the Company's operations, including for safety purposes.
- For client marketing purposes.
- Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents.

Consistent with applicable law, the information about you will be added to our database(s) and can be retained and used to consider you for opportunities at Ultragenyx other than the one(s) for which you apply. We may contact you by email or by phone about other opportunities that may be aligned with our needs and your interests. If you do not wish us to do this, please contact us at [compliance@ultragenyx.com](mailto:compliance@ultragenyx.com).

If we hire you, personal information we collect in connection with your application may be incorporated into our human resources system and used to manage the new-hire process. Any such information can become part of your employee file and used for other employment-related purposes.

Providing personal information to us is voluntary, but necessary for the recruiting process. Consistent with applicable law, if you do not provide sufficient information, Ultragenyx may be unable to consider your employment application or, if you are hired, your subsequent promotion, transfer, or relocation.

Please review our online [Privacy Policy](#) for additional important information, including for information about vendors and other third parties with which we may disclose your personal information.

## **Privacy Rights**

You may have the rights to request the following under the California Consumer Privacy Act:

- Access to specific pieces of your personal information or more information about our data processing practices, subject to some exceptions;
- Correction of information that is inaccurate, subject to exceptions; and
- Deletion of your personal information, subject to some exceptions.

We will not discriminate against you for exercising your rights and choices, although we must collect and maintain certain personal information about you as part of our ongoing employment relationship and for legal compliance purposes.

Only you, or someone legally authorized to act on your behalf, may make a request to exercise a right related to your personal information. If you want to make a request as an authorized agent on behalf of a California resident, you may use the submission methods noted above. As part of our verification process, we may request that you provide us with proof that you have been authorized by the California resident on whose behalf you are making the request, which may include signed permission provided by such California resident.

You can submit your request by calling us at 1-888-756-8657. You may also submit your request by emailing us at [compliance@ultragenyx.com](mailto:compliance@ultragenyx.com). You may also visit our webform at <https://privacyrequest.ultragenyx.com/>.

In the preceding twelve (12) months, we have not sold personal information nor shared personal information for cross-contextual advertising. As noted above, we do not use or disclose sensitive information except for purposes that are exempt under California law.

### **Contact Us**

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact [compliance@ultragenyx.com](mailto:compliance@ultragenyx.com) and 1-888-756-8657.