

California Applicant and Employee Privacy Notice

This California Applicant and Employee Privacy Notice ("Notice") describes how 1st Source Bank and its subsidiaries ("1st Source," "we," "our," or "us") collect, use, disclose, retain, and protect personal information of California job applicants, employees, former employees, dependents, beneficiaries, emergency contacts, and independent contractors.

This Notice applies only to individuals who are California residents and is provided in accordance with the California Consumer Privacy Act, as amended by the California Privacy Rights Act ("CCPA").

Categories of Personal Information We Collect

Depending on your relationship with us and the nature of your employment, we may collect the following categories of personal information:

Identification Information

- Name
- Home address
- Telephone number
- Email address
- Date of birth
- Social Security number
- Driver's license or state identification number
- Passport information

Employment and Professional Information

- Resume and application information
- Education history
- Employment history
- Professional licenses and certifications
- Performance evaluations
- Training records
- Compensation information
- Disciplinary records

Financial Information

- Payroll information
- Direct deposit information
- Tax withholding information
- Benefit enrollment information

Background Screening Information

- References
- Background check results
- Credit information where permitted by law
- Drug screening results where permitted by law

Protected Classification Information

Where voluntarily provided or required by law:

- Race or ethnicity
- Gender
- Veteran status
- Disability status
- Age

Technology and Security Information

- Network and system access logs
- Device identifiers
- Building access records
- Video surveillance footage
- Company email and communication records

Sensitive Personal Information

As permitted by law, we may collect:

- Social Security number
- Driver's license information
- Financial account information
- Health and benefits information
- Information necessary to verify employment eligibility

Purposes for Collection and Use

We collect and use personal information for the following business purposes:

- Recruiting and evaluating applicants
- Verifying identity and employment eligibility
- Conducting background checks and screenings
- Processing payroll and administering compensation
- Administering benefits and leave programs
- Maintaining personnel records
- Managing performance, training, and career development

- Providing information technology resources and security
- Protecting the safety and security of employees, customers, and company assets
- Complying with legal, regulatory, and reporting requirements
- Investigating policy violations or workplace concerns
- Defending or pursuing legal claims

Sharing of Personal Information

We may disclose personal information to:

- Payroll providers
- Benefits administrators
- Background screening providers
- Human resources service providers
- Information technology and security providers
- Government agencies and regulators
- Auditors and legal advisors
- Other parties when required by law

We do not sell employee personal information.

Retention of Personal Information

We retain personal information for as long as necessary to:

- Fulfill the purposes described in this Notice
- Maintain employment records
- Comply with legal, tax, regulatory, and recordkeeping requirements
- Resolve disputes and enforce agreements

Retention periods vary depending on the type of information and applicable legal requirements.

California Privacy Rights

Subject to certain exceptions under California law, California employees and applicants may have the right to:

- Know what personal information we collect about them
- Request access to specific personal information
- Request correction of inaccurate personal information
- Request deletion of personal information
- Request information about disclosures of personal information
- Be free from retaliation or discrimination for exercising their privacy rights

How to Exercise Your Rights

To submit a privacy request or ask questions regarding this Notice, contact:

1st Source Bank

Attn: CCPA Requests

P.O. Box 1602

South Bend, IN 46601

Email: careers@1stsource.com

We may take reasonable steps to verify your identity before responding to a request.

Changes to This Notice

We may update this Notice from time to time. Any material changes will be communicated through appropriate company channels.