

Notice of Collection of Personal Information and California Privacy Policy

TAKKION is committed to protecting the privacy of individuals who apply for employment with our organization. We understand that the information you share with us during the hiring process is personal and sensitive. This Notice at Collection for Job Applicants explains what personal information we collect, the purposes for which we use it, how we disclose it, and the rights available to California residents under the California Consumer Privacy Act (CCPA) as amended by the California Privacy Rights Act (CPRA). It is intended to provide transparency into our recruiting practices and to help you make informed decisions when applying for a role with us.

This Notice applies to California residents who submit personal information as part of the job application or recruitment process. It is meant to be reviewed before or at the time personal information is collected.

Summary of Categories of Personal Information Collected

Below is a summary of the categories of personal information we may collect from job applicants during the recruiting and hiring process:

- Identifiers: name, contact information, government identifiers (as needed for background checks).
- Employment & Education Information: work history, education, certifications, skills.
- Protected Classifications: voluntarily provided EEO data.
- Internet/Application Activity: IP address, device data, interactions with the careers site.
- Sensitive Personal Information: demographic information, government IDs for screenings, accommodation-related information.

Purpose for Collection

Applicant information is used to:

- Evaluate qualifications and suitability for employment
- Conduct interviews, assessments, and reference checks
- Communicate regarding the application
- Comply with legal requirements
- Maintain recruitment records

The company does not sell or share applicant personal information for cross-context behavioral advertising.

Sources of Personal Information

We collect personal information from several sources, including:

- Directly from you (application materials, interviews, assessments, communications).
- Recruiting platforms and job boards (e.g., Paylocity, LinkedIn, Indeed, ZipRecruiter).
- Background check providers (with required authorizations).
- Publicly available professional profiles.
- Internal systems, security tools, and service providers supporting recruitment and IT functions.

Disclosure of Personal Information

We may disclose applicant personal information to:

- Service providers and contractors supporting recruiting, background checks, IT, or HR functions.
- Government agencies or law enforcement when required by law.
- Professional advisors, including legal counsel and auditors.

Your Rights Under the CCPA/CPRA

California residents have the following rights regarding their personal information:

- **Right to know** what personal information we collect, use, or disclose.
- **Right to correct** inaccurate information.
- **Right to delete** personal information, subject to legal exceptions.
- **Right to information** about how personal information is disclosed.
- **Right to limit** the use or disclosure of certain sensitive personal information.
- **Right to be free from retaliation** for exercising privacy rights.

We may need to verify your identity before responding to certain requests.

How to Submit a Privacy Request

You may submit a privacy request by contacting us:

Email: HR@takkion.com

Phone: (800) 200-5898

Mail:

TAKKION

Attn: Human Resources

6360 E Yellowstone Hwy

Evansville, WY 82636

Any information collected for verification will be used solely for that purpose.