

	<p>CALIFORNIA RESIDENT NOTICE AT COLLECTION AND PRIVACY POLICY FOR EMPLOYEES</p> <p>OWNER: CORPORATE COMPLIANCE & PRIVACY</p>	<p>Document ID: POL-050</p> <p>Version: 1</p> <p>Page 1 of 10</p>
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Agendia, Inc., and its affiliated companies (the “Company” or “Agendia”) take your privacy seriously. We want you to know how we collect, use, and disclose, your personal information.

1.0 PURPOSE

1.1 The purpose of this Policy is to describe the following:

- The categories of personal information we collect about you;
- The categories of sources from which we collect your personal information;
- The purposes for which we use your personal information;
- How we may disclose your personal information;
- How long we keep your personal information;
- Your privacy rights and how to exercise them; and,
- Changes to this Privacy Policy.

2.0 SCOPE

2.1 This Policy applies to the personal information of California residents who are (a) employees, (b) independent contractors, interns, and other individuals who perform work for the Company (collectively “**Non-Employees**”), and (c) employees’ dependents, emergency contacts, and beneficiaries (collectively “**Related Contacts**”). For convenience, all individuals are referred to as “**Employees**”.

2.2 This Privacy Policy informs Employees about the categories of personal information Agendia has collected about them in the preceding 12 months as well as the categories of personal information that the Company will collect about Employees in the future.

2.3 Except where this Privacy Policy specifically refers to only a specific category of Employees, this Privacy Policy refers to all categories of Employees collectively.

3.0 DEFINITIONS

Personal Information	Information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked directly or indirectly with a particular individual or household.
Disclosure	Release, transfer, provision of access to, or divulging in any other manner of personal data outside of Agendia.
Use	The sharing, employment, application, utilization, examination, or analysis of information within Agendia.

4.0 CATEGORIES OF PERSONAL INFORMATION WE COLLECT



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4.1 Employees

Category	Examples
Identifiers	A real name, alias, telephone number, postal address, e-mail address, signature, bank account name and number for direct deposits, and photographs
Professional or Employment-Related Information	Educational institutions attended, degrees and certifications, licenses, work experience and previous employers, professional memberships and affiliations, seniority, training, employment start and ending dates, and job title
Compensation and benefits information for employees	Salary, bonus and commission, hours and overtime, leave information, bank details (for payroll and reimbursement purposes only), benefits in which you may be enrolled, and identifying information for dependents and beneficiaries
Commercial information	Business travel and expense records
Internet or similar network activity information	Browsing and search history while using Company's network, log in and out activity, information on interactions with Company's internet website, applications, or advertisements, and publicly available social media activity
Sensory or Surveillance Data	Voice-mails, recordings of meetings or video-conferences, and footage from video surveillance cameras
§ 1798.80	Personal information described under Cal. Civ. Code § 1798.80 to the extent not already included in other categories here, such as bank account number for purposes of direct deposit, insurance policy number, or or passport number.



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Category	Examples
Preferences	For example, leisure activities, charitable and public organizations, preferences regarding work tools, travel, hours, food for company events, etc.
Protected classification characteristics under California or Federal law.	For example: race, age, national origin, disability, sex, and veteran status as necessary to comply with legal obligations and to support diversity and inclusion programs; disability, medical condition, and pregnancy, childbirth, breastfeeding, and related medical conditions, as necessary to comply with Federal and California law related to leaves of absence and accommodation; and marital and familial status as necessary to provide benefits to employees and for tax purposes
Sensitive identifiers	For example, Social Security, driver's license, state identification card, or passport number
Biometric Information	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.
Health information	Information about on-the-job injury collected for workers' compensation purposes
Geolocation Data	Physical location, movements or global positioning system ("GPS") tracking on Company devices
Personal communications	The contents of mail, e-mail, or text messages on accounts or services not owned, or subscribed to by Company only for purposes of legitimate Company investigations and, to the extent required by law, with your authorization



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Category	Examples
Login credentials	Login credentials to an online account owned or subscribed to by Company or as necessary to review personal communications as described in the previous category
Religion	If volunteered by employee in support of the employee's request for a religious accommodation
Financial account access information	For example, payment card information and other information as needed for the HR individual to purchase from a Company store
Sex life	To the extent relevant and necessary for a legitimate Company investigation and only if permitted by law, e.g., as needed to investigate allegations of sexual harassment
Sexual orientation	To the extent volunteered by the individual, for example, for Company diversity and inclusion programs

4.2 Non-Employees

Company collects the categories of personal information listed in Section 1.1, above, excluding the following categories: (a) compensation and benefits information for employees; (b) characteristics of protected classifications under California or federal law for employees; (c) health information; (d) sex life; and (e) sexual orientation.

In addition, Company collects the following personal information regarding Non-Employees:

- Compensation: amounts paid to Non-Employees for services rendered

4.3 Related Contacts

Company only collects contact information about emergency contacts.



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Company may collect the following categories of personal information about spouses or domestic partners, dependents, and beneficiaries: (a) Identifiers; (b) commercial information if, for example, Company arranges travel for a dependent to attend a Company event; (c) Internet Activity Information if the individual uses Company electronic resources and websites; (d) sensory or surveillance data if the individual enters Company facilities; (e) § 1798.80 personal information, such as insurance policy numbers if the individual is covered by Company insurance as a beneficiary; (f) protected categories of Personal Information, for example, childbirth to administer parental leave, marital status to pay taxes, and familial status to administer benefits; (g) health information, for example, infectious disease testing when a Related Contact attends a Company event or if needed to administer a leave of absence for you to care for a Related Contact; (h) sex life, for example, date of newborn delivery to administer parental, Family and Medical Leave Act, or California Family Rights Act leave; (i) login credentials to a Company benefits portal or site; and (j) sensitive identifiers, for example, Social Security numbers for beneficiary designations; personal communications if communicating with a workforce member.

5.0 THE CATEGORIES OF SOURCES FROM WHICH WE COLLECT YOUR PERSONAL INFORMATION

- **You**, for example, in your application, forms you fill out for us, assessments you complete, surveys you submit, and any information you provide during the course of your relationship with us.
- **Your spouse or dependent** with respect to their own personal information.
- **Internally generated**, for example, Company may generate performance ratings, evaluations, hours worked, and other information about you.
- **Vendors and service providers**, for example, law firms.
- **Affiliated companies**, for example, when an employee works on a cross-enterprise team.
- **Third parties**, for example, job references, business partners, professional employer organizations or staffing agencies, insurance companies.
- **Public internet sources**, for example, social media, job boards, public profiles, and other public online sources
- **Public records**, for example, court records, and credentialing and licensing organizations.
- **Automated technologies** on Company's electronic resources, for example, to track logins and activity across Company networks.
- **Surveillance or recording technologies installed by Company**, for example, video surveillance in common areas of Company facilities, GPS technologies, voicemail technologies, webcams, audio recording technologies, and blue-tooth technologies, any of these with consent to the extent required by law.

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- **Government or administrative agencies**, for example, law enforcement, public health authorities, California Department of Industrial Relations, Employment Development Department.
- **Acquired company**, if Company acquired your employer, Company might collect personal information from that employer.

6.0 THE PURPOSES FOR WHICH WE USE YOUR PERSONAL INFORMATION

Agendia uses and discloses the personal data that we collect primarily for the purposes of managing our employment relationship with you, along with other business purposes. Such uses include:

- Determining eligibility for hiring, including the verification of references and qualifications and, where permitted by law, administering of background checks;
- Administering payroll and benefits as well as processing employee work-related claims (e.g., worker compensation, insurance claims, etc.) and leave of absence requests;
- Establishing training and/or development requirements;
- Reviewing work performance and determining performance requirements;
- Disciplinary actions or termination;
- Establishing emergency contacts and responding to emergencies;
- Complying with laws and regulations (e.g., labor and employment laws, health and safety, tax, anti-discrimination laws), under judicial authorization, or to exercise or defend legal rights;
- Compiling internal directories, such as employee directories;
- To detect fraud or other types of wrongdoing;
- IT security and administration; and
- For other legitimate purposes reasonably required for day-to-day operations such as accounting, financial reporting, and business planning.

7.0 HOW WE MAY DISCLOSE YOUR PERSONAL INFORMATION

7.1 Company generally maintains information related to its personnel as confidential; however, from time to time, Company may have a legitimate business need to disclose personnel information for one of the purposes listed in Section 7, above, to one or more of the categories of recipients listed below. In that event, Company discloses your personal information and/or sensitive personal information only to the minimum extent necessary to achieve the purpose of the disclosure and only if the disclosure is permitted by the California Privacy Rights Act (“CPRA”) and other applicable laws.



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- **Service providers and contractors:** Company discloses your personal information to service providers and contractors to assist us in meeting our business needs and contractual and legal obligations.
 - Company discloses your personal information to service providers and contractors only subject to written contracts in compliance with the CPRA and any other applicable law.
 - Service providers and contractors include auditors, administrative service providers, law firms, travel agencies, benefits providers, and any other entity providing services to Company.
- **Clients and customers:** This may include, for example, disclosing a sales representative's contact information with clients and customers.
- **Business partners:** For example, Company might disclose your business contact information to a co-developer of a new product or service with which you will be working.
- **Government or administrative agencies:** These may include, for example:
 - Internal Revenue Service to pay taxes;
 - Employment Development Department as required for state payroll taxes and to respond to unemployment or state disability insurance claims;
 - OSHA/CalOSHA as required to report work-related death or serious injury or illness;
 - Department of Fair Employment and Housing as required to respond to employment charges; and
 - California Department of Industrial Relations as required to resolve workers' compensation claims.
- **Public:** Company may disclose your personal information to the public as part of a press release, for example, to announce promotions or awards. If you do not want your personal information in press releases, please contact the HR Department at _____@agendia.com. Company does not disclose sensitive personal information to the public.
- **Required Disclosures:** We may be required to disclose personal information (a) in a court proceeding, (b) in response to a court order, subpoena, civil discovery request, other legal process, or (c) as otherwise required by law.
- **Legal Compliance and Protections:** We may disclose personal information when we believe disclosure is necessary to comply with the law or to protect the rights, property, or safety of Company, our users, or others.

Selling of Personal Information: The Company does not sell your personal information.

8.0 HOW WE SECURE YOUR PERSONAL INFORMATION

8.1 We use appropriate technical and organizational security measures to protect the security of your personal data both online and offline including the implementation of access controls,

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implementation of firewalls, network intrusion detection and use of anti-virus software. Please refer to PR-902 Information Technology Security Program.

9.0 HOW LONG WE KEEP YOUR PERSONAL INFORMATION

9.1 The Company will keep your personal information no longer than necessary for the purposes described above, and in accordance with our data retention schedule, unless a shorter or longer period is required by California or Federal law.

9.2 We will store your personal data, in a form that permits us to identify you, for no longer than is necessary for the purpose for which the personal data is processed. We store your personal data as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements and rights, or if it is not technically and reasonably feasible to remove it. Otherwise, we will seek to delete your personal data within a reasonable timeframe upon request.

10. YOUR PRIVACY RIGHTS AND HOW TO EXERCISE THEM

10.1 Your California Privacy Rights

Right to Know: You have the right to submit a verifiable request for copies of specific pieces of your personal information collected in the preceding 12 months or at your option since January 1, 2022. Please note that the CPRA's right to obtain copies does not grant a right to the whole of any document that contains personal information, but only to copies of "specific pieces" of personal information. There may be some specific information about you that we are not permitted by law to provide to you because of legal restrictions or because the information is used for security purposes, such as information collected in an internal investigation. You may make these requests up to twice in a 12 month period. Moreover, Employees have a right to know categories of information collected, the sources of personal information, our purpose for collecting and using personal information, and categories of external recipients to which personal information is disclosed, but not the individual sources or recipients. This information is provided above. Company does not always track individualized sources or recipients.

Right to Delete: You have the right to submit a verifiable request for the deletion of personal information that you have provided to Company. Certain information that we hold about you may not be deleted. We are not permitted to delete information that we need in order to operate our business, administer our employees, protect our legal obligations and rights, or to provide security for our employees, our systems and our company.

Right to Correct: You have the right to submit a verifiable request for the correction of inaccurate personal information maintained by Company, taking into account the nature of the personal information and the purposes of processing the personal information.

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Right to Opt Out of Sale and Sharing: You have the right to opt out of the sale of your personal information and the disclosure of your personal information for cross-context advertising. As noted above, Company does not sell personal information or disclose personal information for cross-context advertising.

Right to Limit Processing of Sensitive Personal Information: You have the right to tell us not to process sensitive personal information except for the purpose for which it was originally collected. Sensitive personal information includes the following categories of information described above: § 1798.80: personal information, characteristics of protected classifications, sensitive identifiers, health information, biometrics, religion, sex life, sexual orientation, personal communications, financial account information, and log in credentials. We describe the purposes for which we collect this information above and we do not process this information for other purposes.

10.2 How to Exercise Your Rights

Company will respond to requests to know, delete, and correct in accordance with applicable law if it can verify the identity of the individual submitting the request. You can exercise these rights using the contact information below:

Contact Details: Contact an HR or Privacy Representative at:
Agendia Inc.
Address: 21 Morgan, Irvine, CA 92618
privacy@agendia.com
hr.us@agendia.com
844-539-2248

11.0 Company's Non-Discrimination and Non-Retaliation Policy

Company will not unlawfully discriminate or retaliate against you for exercising your rights under the California Privacy Rights Act.

12.0 CHANGES TO THIS PRIVACY POLICY

Agendia reserves the right to change, modify and update this Privacy Policy from time to time by posting a revised version on our websites and by revising the "Effective Date" at the bottom of this Policy. If considered necessary, we will also notify you directly of any change. Therefore, we recommend you regularly consult this Policy to make sure that you are aware of any changes.

13.0 REFERENCES

13.1 The California Consumer Privacy Act of 2018 (CCPA)



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- 13.2 The California Privacy Rights Act of 2020 (CPRA)
- 13.3 PR-902 Information Technology Security Program

Revision	Initiator	Description of Change	Effective Date
1	Griffin Richardson	Initiation	See in eDMS