

# Community West Bank

## NOTICE TO CONSUMER OF COLLECTION OF PERSONAL INFORMATION

(California Civil Code §1798.100)

### OVERVIEW OF THE CALIFORNIA CONSUMER PRIVACY ACT

California has enacted the Consumer Privacy Act (“CCPA”) and California Privacy Rights Act (“CPRA”), a law intended to protect the privacy rights of consumers in California. As an individual residing in California, you qualify as a “consumer” within the meaning of the CCPA/CPRA and are, therefore, entitled to certain protections under the Act with respect to certain personal information Community West Bank (“the Company”) collects from you.

This Notice is designed to inform you, the consumer, as to the categories of personal information the Company collects about you, the purposes for which the Company collects such information, and whether the information is sold to and/or shared with any third parties, service providers, or contractors. Personal information is retained as required by federal and state legislation and to ensure accurate management of benefits and services offered to you.

If you have any questions about this Notice, please contact the Community West Bank/ H.R. Department via telephone at (559) 323-3436 or via email at [dawn.cagle@cvcb.com](mailto:dawn.cagle@cvcb.com). If you are disabled and unable to adequately access this notice, please contact the Community West Bank/ H.R. Department such that the Company can provide you with an accessible version of this notice. Additionally, for information regarding the Company’s privacy policy, which describes the Company’s policies regarding the collection and use of consumers’ personal information and consumers’ rights with respect to that information, please contact the Community West Bank/H.R. Department.

INFORMATION COLLECTED	SOURCES OF INFORMATION	BUSINESS PURPOSE(S)	THIRD PARTIES TO WHOM INFORMATION IS DISCLOSED
<b>JOB APPLICANT(S)</b>			
<p><u>Identifiers</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Legal names and aliases;</li> <li>• Signatures;</li> <li>• Addresses;</li> <li>• Telephone Numbers;</li> <li>• Email Addresses;</li> <li>• Social Security Numbers;</li> </ul>	<p>We collect this information directly from you when you:</p> <ul style="list-style-type: none"> <li>• Complete various company documents, including but not limited to: Job Application(s), Drug Test Authorization Form(s).</li> <li>• Submit your resume to the Company when seeking employment.</li> </ul> <p>We may also collect this information from:</p>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>• Conduct background checks and to confirm identity of job applicants;</li> <li>• Confirm acknowledgment of particular policies or procedures;</li> <li>• Verify the identity of an employee or related person;</li> <li>• Verify employment eligibility;</li> </ul>	<p>We share identifiers with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Our background check Service Providers.</li> </ul> <p>We do not sell this information.</p>

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<ul style="list-style-type: none"> <li>• Driver’s License Numbers</li> <li>• State ID Card Numbers</li> <li>• Passport Number (or other acceptable documents for purposes of completing I-9 Employment Eligibility Form)</li> </ul>	<ul style="list-style-type: none"> <li>• Our background check Service Providers when you ask us to verify your identity, screen your background, and check your criminal and eviction histories.</li> </ul>	<ul style="list-style-type: none"> <li>• Verify class and status of licenses;</li> <li>• Contact applicants to the extent necessary.</li> </ul>	
<p><u>Background Information</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Employment and Educational History.</li> </ul>	<p>We collect some of this information directly from you when you:</p> <ul style="list-style-type: none"> <li>• Complete various company documents, including but not limited to: the Job Application.</li> <li>• Submit your resume and references when seeking employment with the Company.</li> </ul> <p>We may also collect this information from:</p> <ul style="list-style-type: none"> <li>• Prior employers.</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>• Assess an applicant’s eligibility to work in various positions;</li> <li>• Assess an applicant’s qualifications for various positions.</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Our background check Service Provider.</li> </ul> <p>We do not sell this information</p>
<p><u>Protected Classifications</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Age;</li> <li>• Gender;</li> <li>• Race.</li> </ul>	<p>We collect this information directly from you when you:</p> <ul style="list-style-type: none"> <li>• Complete various company documents, including but not limited to: the Job Application.</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>• Comply with state and federal law;</li> <li>• Comply with governmental regulations, including affirmative action responsibilities;</li> <li>• Report demographics as required by the Equal Employment Opportunity Commission.</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Equal Employment Opportunity Commission</li> </ul> <p>We do not sell this information</p>
<b>EMPLOYEE(S), OWNER(S), DIRECTOR(S), AND OFFICER(S)</b>			
<p><u>Identifiers</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Legal names and aliases;</li> <li>• Signatures;</li> <li>• Addresses;</li> <li>• Telephone Numbers;</li> </ul>	<p>We collect some of this information directly from you when you:</p> <ul style="list-style-type: none"> <li>• Complete various company documents, including but not limited to: your personal resume; the Job Application; Background Authorization Form; EEO and disability self-identification forms; I-9 Form; Name/Marital Status Form;</li> </ul>	<p>We use this information to perform various payroll, benefit, health, selection, performance and regulatory functions that include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Process payroll;</li> <li>• Withhold and pay appropriate taxes;</li> </ul>	<p>We share identifiers with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Background check Service Providers, such as Universal</li> </ul>

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<ul style="list-style-type: none"> <li>• Email Addresses;</li> <li>• Social Security Numbers;</li> <li>• Driver’s License Numbers</li> <li>• State ID Card Number;</li> <li>• Federal ID Card Number;</li> <li>• Passport Number (or other acceptable documents for purposes of completing I-9 Employment Eligibility Form)</li> <li>• Insurance Policy Numbers</li> <li>• Date of birth</li> </ul>	<p>Photo authorization form; W-4, DE-4; Direct Deposit Form; Report of Required Notices; Employee Loan Request; 7<sup>th</sup> Day Waiver; Meal Waiver; Remote Work Request; Timecard; CA DWC-1 Claim Form’ Employer 5020 Notice; OSHA 300 Form; Personal Physician Designation Form; 401K and/or retirement plan and life insurance Designation of Beneficiary Form; 401(k) distribution request forms; 401(k) rollover contribution forms; group health coverage and/or FSA Enrollment Form; Onboarding Checklist Form; Wage Employment Notice Form; Internal Accident Report Form; Safety Training and Meeting Attendance Forms; Leave of Absence / HIPPA Documentation Forms; printed timecard attestations; vaccination status forms; corrective action forms; senior/executive management stock, insurance and salary continuation benefits.</p> <p>We may also collect this information from:</p> <ul style="list-style-type: none"> <li>• Company insurance carriers</li> <li>• Drug Test Instructions</li> <li>• Wage Employment Notice</li> <li>• Incident Reports</li> <li>• MPN Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Administer benefits, such as insurance and 401(k) contributions or distributions;</li> <li>• Acknowledge the receipt of employment-related documentation;</li> <li>• Verify the authenticity of documentation;</li> <li>• Communicate in writing with employees or related persons;</li> <li>• Communicate verbally with employees or related persons;</li> <li>• Communicate in writing via electronic means with employees or related persons;</li> <li>• Undertake activities necessary for federal and state taxes related to wages earned by employees;</li> <li>• Verify the identity of an employee or related person;</li> <li>• Verify employment eligibility;</li> <li>• Verify class and status of license;</li> <li>• Enroll employees or related persons in Company-administered benefits beyond open enrollment periods;</li> <li>• Contact employees to the extent necessary;</li> <li>• Complete various employment related documents, such as filing Workers’ Compensation claims.</li> <li>• Facilitate required certifications and registrations.</li> </ul>	<p>Background Screening</p> <ul style="list-style-type: none"> <li>• Human Resources and Payroll service providers, such as payroll/ time-keeping technology providers</li> <li>• benefit enrollment service providers</li> <li>• FSA benefit administrator</li> <li>• COBRA administrator</li> <li>• Insurers</li> <li>• OSHA</li> <li>• Occupational Clinics</li> <li>• NMLS</li> <li>• Company stock clearinghouse</li> <li>• The Bank’s credit card provider.</li> <li>• State unemployment department and/or contracted third-party service provider</li> <li>• Executive supplemental benefit consultants</li> <li>• External Marketing partner</li> </ul> <p>We do not sell this information.</p>
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		<ul style="list-style-type: none"> <li>Establish business credit card accounts for business expenses.</li> <li>Respond to unemployment claims.</li> <li>Internal newsletters.</li> </ul>	
<p><u>Background Information</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>Employment and Educational History;</li> <li>Medical Information and History</li> </ul>	<p>We collect some of this information directly from you when you:</p> <ul style="list-style-type: none"> <li>Submit your resume to the Company when seeking employment;</li> <li>Complete various company documents, including but not limited to the Job Application.</li> </ul> <p>We may also collect this information from:</p> <ul style="list-style-type: none"> <li>Prior Employers</li> <li>Medical Testing Labs</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>Assess an employee's eligibility to work in various positions and to assess an employee's qualifications for a job position;</li> <li>Facilitate reimbursement of employees' educational expenses;</li> <li>Start leave of absence process if employee is going to be out from work for more than 5 days.</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>Insurance carriers as required by law</li> <li>Background check Service Providers</li> <li>drug and alcohol testing programs</li> </ul> <p>We do not sell this information</p>
<p><u>Protected Classifications</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>Age;</li> <li>Gender;</li> <li>Race</li> </ul>	<p>We collect this information directly from you when you:</p> <ul style="list-style-type: none"> <li>Are signed up for Company sponsored insurance plans</li> <li>Complete various company documents, including but not limited to the Job Application; the Employer 5020 Form</li> <li>Are required to be registered or certified to perform essential job functions</li> </ul> <p>We may also collect this information from:</p> <ul style="list-style-type: none"> <li>Service Providers</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>Comply with state and federal law;</li> <li>Reporting demographics as required by the Equal Employment Opportunity Commission;</li> <li>Complete insurance/pension enrollment documentation as required by carriers/plan document</li> <li>Complete Workers' Compensation claims.</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>Insurance carriers</li> <li>Retirement plan administrator</li> <li>Equal Employment Opportunity Commission</li> <li>Registration and or certification agencies</li> </ul> <p>We do not sell this information</p>

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<p><u>Financial Information</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>Bank Account Numbers</li> </ul>	<p>We collect some of this information directly from you when you:</p> <ul style="list-style-type: none"> <li>Complete various company documents, including but not limited to the Direct Deposit Form.</li> <li>Use the HRIS self-service features</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>Process payroll;</li> <li>Administer direct deposit payments;</li> <li>Comply with payroll tax withholding legal obligations</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>The financial institution where payroll is deposited or a direct deposit is made by the Company</li> <li>Payroll/timekeeping technology provider</li> </ul> <p>We do not sell this information</p>
<p><u>Commercial Information</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>Records of Products or Services obtained by employee, owners, officers or directors for Company travel or other purposes</li> </ul>	<p>We collect some of this information directly from you when you:</p> <ul style="list-style-type: none"> <li>Submit expense statements or request funds to facilitate travel or other operations</li> <li>Use a bank-issued credit card to purchase products or services</li> </ul> <p>We may also collect this information from:</p> <ul style="list-style-type: none"> <li>Educational Assistance Program</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>Reimburse employees, owners, officers or directors for business-related expenses.</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>Credit card providers when disputing a charge or monitoring fraud activity</li> </ul> <p>We do not sell this information</p>
<p><u>Biometric information</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>Fingerprints;</li> <li>Audio and/or Visual Records, Including Photographs</li> </ul>	<p>We collect some of this information directly from you when you:</p> <ul style="list-style-type: none"> <li>Begin employment and/or consent to the collection of a photograph;</li> <li>Access certain company facilities;</li> <li>Sign documents on behalf of the Company requiring a notary acknowledgement.</li> </ul> <p>We may also collect this information from:</p> <ul style="list-style-type: none"> <li>Our alarm/security provider</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>Facilitate the identification of employees authorized to enter and be present in bank facilities;</li> <li>Identify employees authorized to sign documents;</li> <li>Monitor safety on Company owned or operated premises.</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>Technology providers</li> </ul> <p>We do not sell this information</p>
<p><u>Internet or other electronic network activity</u></p>	<p>We collect some of this information directly from you when you:</p>	<p>We use this information to:</p>	<p>We share this information with the following categories of</p>

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<p><u>information</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Internet Activity</li> <li>• Web Tracking Information</li> <li>• Personal IP address</li> </ul>	<ul style="list-style-type: none"> <li>• Use company IT systems and equipment</li> <li>• Need to access the HRIS from a home PC to access the time-keeping module</li> </ul> <p>We may also collect this information from:</p> <ul style="list-style-type: none"> <li>• IT service providers</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor activity on Company-owned devices, if necessary;</li> <li>• Administer data-flow over data lines;</li> <li>• Conduct workplace investigations and/or disciplinary actions</li> <li>• Monitor and test data security systems and firewalls</li> <li>• Provide you with access to the time-keeping module from outside the firewall</li> </ul>	<p>persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>• IT service providers to monitor system security, capacities and efficiencies</li> <li>• HRIS service provider</li> </ul> <p>We do not sell this information</p>
<p><b>EMERGENCY CONTACT(S) FOR JOB APPLICANT(S), EMPLOYEE(S), OWNER(S), DIRECTOR(S), OFFICER(S), MEDICAL STAFF MEMBER(S), AND/OR CONTRACTOR(S)</b></p>			
<p><u>Identifiers</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Legal names and aliases;</li> <li>• Telephone Numbers</li> <li>• Addresses</li> <li>• Email Addresses</li> </ul>	<p>We collect this information directly from employees, vendors, and others when they designate you as their emergency contact:</p> <p>We may also collect this information from:</p> <ul style="list-style-type: none"> <li>• Known associates of the above in the event of an emergency</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>• Contact the designated party in the event of an emergency</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Law enforcement or medical personnel in the event of an emergency</li> </ul> <p>We do not sell this information</p>
<p><b>BENEFICIARIES OF JOB APPLICANT(S), EMPLOYEE(S), OWNER(S), DIRECTOR(S), OFFICER(S), MEDICAL STAFF MEMBER(S), AND/OR CONTRACTOR(S)</b></p>			
<p><u>Identifiers</u>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Legal names and aliases;</li> <li>• Telephone Numbers;</li> <li>• Addresses;</li> <li>• Email Addresses</li> <li>• Social Security Numbers</li> <li>• Date of birth</li> </ul>	<p>We collect this information directly from our employees when they:</p> <ul style="list-style-type: none"> <li>• Sign up for Company administered Insurance, pension and other benefit plans</li> <li>• Make changes to their beneficiary information</li> </ul>	<p>We use this information to:</p> <ul style="list-style-type: none"> <li>• Make payments to an employee's beneficiary as related to insurance or 401(k) pension and profit-sharing payments as required</li> </ul>	<p>We share this information with the following categories of persons in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Insurance companies</li> <li>• Retirement plan administration provider</li> </ul> <p>We do not sell this information</p>

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