

**THE SHYFT GROUP CPRA PRIVACY NOTICE TO CALIFORNIA JOB APPLICANTS  
REGARDING THE COLLECTION OF PERSONAL INFORMATION**

The Shyft Group, Inc. and its subsidiaries (“Company”) are committed to protecting the privacy and security of personal information of all individuals including job applicants. The Company complies with the California Privacy Rights Act (“CPRA”) and all data privacy and laws in the jurisdictions in which it recruits and hires employees.

We collect only the personal information that is reasonably necessary and proportionate to achieve our purposes. **We do not:**

- **sell your personal information;**
- **share or disclose your personal information to third parties other than the entities or service providers listed below;**
- **share or disclose your sensitive information to third parties for purposes other than those listed below; or**
- **permit third parties to collect your personal information on our behalf other than our service providers listed below.**

Job applicants with disabilities may access this notice in an alternative format by contacting [privacy@theshyftgroup.com](mailto:privacy@theshyftgroup.com).

**CATEGORIES OF PERSONAL INFORMATION WE COLLECT AND HOW DO WE USE, RETAIN, AND SHARE THIS INFORMATION**

COLLECTED	SOURCES	PURPOSES	SHARED
<b>Identifiers</b> - a name, address, unique personal identifier, online identifier, internet protocol address, email address, or other similar identifiers	You, recruitment service providers, and publicly available sites and sources	Hire the best-qualified applicants, comply with our legal and contractual requirements, and to establish or exercise our legal and contractual rights	Company personnel involved with hiring, our recruitment service providers, background check service providers, former employers, references you provide, applicable law enforcement and government agencies, former employers, healthcare professionals, and drug testing laboratory personnel



<p><b>Education information relevant to the job</b></p>	<p>You, our recruitment service providers, our background check service providers, applicable law enforcement and governmental agencies, your former employers, references you provide, and publicly available sites and sources</p>	<p>Hire the best-qualified applicants, comply with our legal and contractual requirements, and to establish or exercise our legal and contractual rights</p>	<p>You, our recruitment service providers, our background check service providers, applicable law enforcement and governmental agencies, your former employers, and references you provide</p>
<p><b>Protected categories</b> - race, color, national origin, religion, sex, disability, age, and citizenship status</p>	<p>You and our recruitment service providers</p>	<p>Hire the best-qualified applicants; comply with our legal and contractual requirements; administer our diversity, equality and inclusion initiatives; and to establish, exercise our legal and contractual rights</p>	<p>Company personnel involved with hiring, our recruitment service providers, and applicable government agencies</p>
<p><b>Sensitive Personal Information</b> - social security number; driver's license number; state identification card number; passport number; racial or ethnic origin</p>	<p>You and our recruitment service providers</p>	<p>Hire the best-qualified applicants; verify your identity; comply with our legal and contractual requirements; administer our diversity, equality and</p>	<p>Company personnel involved with hiring, our recruitment service providers, and applicable government agencies</p>



		inclusion initiatives; and to establish, exercise our legal and contractual rights	
<b>Internet or other electronic network activity information</b> - browsing history, search history, and information regarding your interaction with an internet website, social media site or application	You, our electronic communications equipment, Company human resources, management, and IT personnel; our IT service providers	Hire the best-qualified applicants, protect Company and customer information and Company equipment and systems, comply with our legal and contractual requirements, and to establish, exercise our legal and contractual rights	Company personnel involved with hiring and IT; and our IT service providers
<b>Professional or employment-related information</b> - job preference and work availability; qualifications; employment history and experience; compensation; military service; reference and background check information, including relevant criminal history and credit history; pre-employment test results; post-offer medical and medical examination information and results,	You, our recruitment service providers, our background check service providers, applicable law enforcement and governmental agencies, your former employers, references you provide, and publicly available sites and sources	Hire the best-qualified applicants, identification verification, comply with our legal and contractual requirements, and to establish or exercise our legal and contractual rights	Company personnel involved with hiring, our recruitment service providers, our background check service providers, applicable law enforcement and governmental agencies, your former employers, and references you provide



including drug test results; immigration and work eligibility; and information provided by you during the interview and hiring process			
<b>Inferences drawn from the personal information collected to determine your abilities and aptitude</b>	Personal information collected about you	Hire the best-qualified applicants, identification verification, comply with our legal and contractual requirements, and to establish or exercise our legal and contractual rights	Company personnel involved with hiring and our recruitment service providers

**YOUR PRIVACY RIGHTS**

As a California resident, you have the following privacy rights regarding your personal information:

- The right to know and right to access the personal information we have collected about you, including the categories of personal information, the categories of sources from which the personal information is collected, the business or commercial purpose for collecting, selling, or sharing personal information, the categories of third parties to whom the business discloses personal information, and the specific pieces of personal information the business has collected about the consumer;
- The right to delete personal information that we have collected from you, subject to certain exceptions;
- The right to correct inaccurate personal information that we maintain about you;
- The right of portability, or right to have us transfer your personal information to other persons or entities upon your request;
- The right to limit the use of your sensitive information if we decide in the future to use such information for purposes other than the purposes listed above; and
- The right not to be discriminated against for exercising your of privacy rights.



You can exercise your privacy rights by submitting a request to us by emailing us at: [privacy@theshyftgroup.com](mailto:privacy@theshyftgroup.com) or calling us at: 844-848-3800; or asking our Human Resources department for a California Consumer Request Access Form. To protect the security of your personal information and verify your identity, we will require you to provide us with identifying information for you such as personal email address, personal telephone number, employee identification number, and/or other information that we can match with the personal information we have collected about you.

You may use an authorized agent to request access to or deletion of your personal information. We will require your authorized agent to provide us with either (1) a power of attorney authorizing the authorized agent to act on your behalf or (2) your written authorization permitting the authorized agent to request access to your personal information on your behalf. Further, we will require you or your authorized agent to provide us with identifying information to verify your identity. We may also require you to either verify your own identity directly with us or directly confirm with us that you provided the authorized agent permission to submit the request.

Within 10 days of receiving your request to know, we will confirm receipt of your request and provide information about how we will process your request. Generally, we will respond to your request within 45 days. If we need more time to respond, we will provide you with notice and an explanation of the reason we need more time to respond. We may deny your request if we cannot verify your identity or are legally permitted to deny your request. If we deny your request, we will explain the basis for the denial, provide or delete any personal information that is not subject to the denial, and refrain from using the personal information retained for any purpose other than permitted by the denial. We will maintain a record of your request and our response for 24 months.

## **QUESTIONS**

If you have any questions or concerns regarding this Privacy Notice, the Company's privacy policies, or the collection of your personal information, please contact [privacy@theshyftgroup.com](mailto:privacy@theshyftgroup.com).

