

APPLICANT PRIVACY NOTICE

Scope and Purpose

This Applicant Privacy Notice applies to Personal Information collected from applicants for employment with Ports America Group, Inc. and its owned and controlled subsidiaries (“**Ports America**” or the “**Company**”). This notice describes the categories of Personal Information collected by the Company, the purposes for which Personal Information may be used, sharing of the Personal Information with third parties, individuals’ rights in relation to the data collected by Ports America, and how to request assistance or additional information in relation to this data.

This Applicant Privacy Notice is not a contract and does not create any legal rights or obligations not otherwise provided by law. This notice also is not intended to replace other notices or disclosures we may provide to you in connection with your role in our organization should you join as an employee, which will supersede any conflicting disclosures contained in this Applicant Privacy Notice.

What is Personal Information?

Our use of the term “**Personal Information**” in this Applicant Privacy Notice refers to information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual. It does not include aggregated or deidentified information that is maintained in a form that cannot reasonably be used to infer information about, or otherwise be linked to, a particular individual. Where we maintain deidentified data, we will maintain and use the data in deidentified form and not attempt to reidentify the data except as required or permitted by law.

Information We Collect and Purpose for Collection

Personal Information Collected	Purposes for Use of Personal Information
<p>Identifiers and contact information</p> <p>Names, addresses, telephone numbers, and email addresses</p>	<ul style="list-style-type: none">• Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding• Maintain applicant records and record retention requirements• Comply with applicable state and federal labor, equal employment opportunity, and related laws• Investigate complaints, grievances, and suspected violations of Company policy
<p>Protected classification information</p> <p>Characteristics of protected classifications under applicable law such as race, gender, age, health and disability information</p>	<ul style="list-style-type: none">• Comply with applicable state and federal Equal Employment Opportunity laws• Design, implement, and promote the Company’s diversity and inclusion programs• Investigate complaints, grievances, and suspected violations of Company policy

<p>Internet or other electronic network activity information</p> <ul style="list-style-type: none"> • IP addresses, which are automatically logged when you visit a Ports America website – see the privacy notice posted to our website for further details 	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of the Company’s information systems • Investigate complaints, grievances, and suspected violations of Company policy
<p>Professional and employment-related information</p> <ul style="list-style-type: none"> • Data submitted with employment applications including employment history, employment recommendations, etc. • Background check, drug testing, and criminal history • Reference information • Work authorization • Professional licenses • Educational degrees • Any other information an applicant chooses to share in their CV, resume, or during interviews or other interactions with the Company 	<ul style="list-style-type: none"> • Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding • Comply with applicable state and federal labor, equal employment opportunity, fair credit reporting, and related laws • Perform business management • Conduct recruiting • Investigate complaints, grievances, and suspected violations of Company policy
<p>Education information and history</p>	<ul style="list-style-type: none"> • Evaluate an individual’s appropriateness for hire or a position at the Company
<p>Assessments based upon the Personal Information in the categories above</p>	<ul style="list-style-type: none"> • Evaluate an individual’s appropriateness for hire or a position at the Company • Engage in human capital analytics, including but not limited to, identifying certain correlations about individuals and success on their jobs, analyzing data to improve retention, and analyzing employee preferences to inform HR Policies, Programs, and Procedures

Sensitive Personal Information

We may need to process sensitive Personal Information about you, including the following:

- Demographic information, such as information about your race or ethnicity, religious beliefs, citizenship, and sexual orientation.
- Health information, such as information about disabilities.

We only use or disclose sensitive Personal Information where reasonably necessary and proportionate for the purposes set forth in the Information We Collect and Purpose for Collection section above, such as for the purposes of performing services you have requested, verifying and improving the products and services we provide, detecting security incidents, fraud, and other illegal actions, ensuring the physical safety of natural persons, performing services on behalf of the business, or short-term transient use. We only collect and process sensitive Personal Information without the purpose of inferring characteristics about the relevant individual, and we do not sell sensitive Personal Information or process or otherwise share sensitive Personal Information for the purpose of targeted advertising.

Our Sharing of Personal Information

Ports America may share information with third parties, such as background check vendors, third-party human resources and recruiting vendors, third-party information technology vendors, outside legal counsel, and state or federal governmental agencies as needed to comply with legal requirements, to establish or defend the Company against legal claims, to protect the Company against fraud or other wrongdoing, or to otherwise carry out the purposes outlined above.

In the event of a business reorganization or a corporate business transaction, such as a merger, acquisition, joint venture, or financing or sale of company assets, we may disclose Personal Information to a third party. Personal Information may also be disclosed in the event of insolvency, bankruptcy, or receivership.

Ports America does not sell Personal Information of its applicants to third parties. The Company does not share or otherwise disclose Personal Information about individuals acting in their capacity as job applicants to third parties for the purpose of displaying advertisements that are selected based on Personal Information obtained or inferred over time from an individual's activities across businesses or distinctly branded websites, applications, or other services (otherwise known as "targeted advertising" or "cross-context behavioral advertising").

Data Retention

We retain Personal Information only for as long as is reasonably necessary to fulfill the purpose for which it was collected. However, if necessary, we may retain Personal Information for longer periods of time, until set retention periods and deadlines expire, for instance where we are required to do so in accordance with legal, tax, and accounting requirements set by a legislature, regulator, or other government authority.

Once retention of the Personal Information is no longer necessary for the purposes outlined above, we will either delete or deidentify the Personal Information or, if this is not possible (for example, because Personal Information has been stored in backup archives), then we will not further process the Personal Information until deletion or deidentification is possible.

Your Rights with Your Respect to Personal Information

Some states, such as California, have enacted laws that provide enhanced privacy rights. Some of these laws provide specific rights to residents of those states. These rights typically relate to the collection, retention, and/or processing of your Personal Information as indicated below. Please note that the exercise of these rights may limit our ability to process Personal Information which may impact or limit our ability to engage with you in the same manner.

- **Right To Access:** You may request a copy of the Personal Information we have collected, used, or shared for a business purpose. If you contact us to exercise this right and confirm your identity, we will disclose to you the information we have collected about you.
- **Right To Correct Inaccurate Information:** You may request that we correct inaccurate Personal Information in Ports America records. If you contact us to exercise this right and confirm your identity, we will correct (and direct our service providers to correct) your Personal Information in our records.
- **Right To Deletion:** You may request the deletion of some or all the Personal Information that we collected about you, but please be aware that this right is subject to several exceptions under applicable law. If you contact us to exercise this right, confirm your identity, and the Personal Information is not subject to an exception, we will delete your Personal Information from our records.
- **Right to Control Over Automated Decision-Making:** You may request that we not use automated decision-making or profiling for certain purposes as it pertains to your Personal Information.

You may submit a request to exercise these rights by sending an email to human.resources@portsamerica.com.

Ports America will seek to validate any rights requests prior to responding. We may ask you for additional pieces of information to verify your identity or standing for making a request. It is therefore critical that you provide us with sufficient information to reasonably verify you are the person about whom we collected the Personal Information and describe your request with sufficient detail to allow us to properly evaluate and respond to it.

In certain circumstances, you are permitted to use an authorized agent to submit requests on your behalf through the designated methods set forth above where we can verify the authorized agent's authority to act on your behalf. In order to verify the authorized agent's authority, we generally require evidence of either (i) a valid power of attorney under the laws of California or (ii) a signed letter containing your name and contact information, the name and contact information of the authorized agent, and a statement of authorization for the request. Depending on the evidence provided, we may still need to separately reach out to you to confirm the authorized agent has permission to act on your behalf and to verify your identity in connection with the request.

We will respond to all requests as required by applicable law. In certain circumstances, we may decline a privacy rights request, particularly where these rights are not guaranteed by applicable state law or where we are unable to verify your identity. If you live in a state that does not provide enhanced privacy rights, we will respond to all requests at our earliest opportunity.

Updates to this Applicant Privacy Notice

We may update this Applicant Privacy Notice from time to time. We will change the "Last Update" date at the beginning of this Applicant Privacy Notice when we make changes. All changes shall be effective from the date of publication unless otherwise provided in the notification.

Questions and Requests

If you have any questions about the Company's privacy policies and procedures, rights you may have concerning your Personal Information, you may contact the Compliance team by sending an email to integrity@portsamerica.com or Human Resources at human.resources@portsamerica.com.