

	California Consumer Privacy Act Policy
	Businesses: California employees of BHE Renewables & CalEnergy
	Effective Date: January 1, 2020 Revision Date: June 1, 2020

This California Privacy Policy supplements and amends the information contained in our existing policies related to information technology and security.

The Company is committed to protecting the privacy of certain data that is collected about you. This Policy applies solely to individuals, visitors, users, and others who are residents of the State of California (“consumers” or “you”) and describes our policies and practices regarding the collection, use, and disclosure of personal information we collect about you, including personal information you submit or we obtain when you access the Company website or websites, apps, or other online media under our operation and control (collectively, the “Site”), as well as certain other personal information relating to you. This Policy is adopted to comply with the California Consumer Privacy Act (as amended, “CCPA”). Any terms defined within the CCPA have the same meaning when utilizing within this Policy unless the context requires otherwise.

Changes to this Policy and Terms

We reserve the right to change this Policy at any time. Changes will be effective immediately upon posting to the Site and will apply to your use of the Site and the Company’s practices concerning personal information after the “Effective Date” listed above. We will include a notice on our website homepage at the time of any material change.

Information We Collect

We may collect personal information in a variety of categories to carry out our business, operate the Site, comply with the law, and other purposes described in the CCPA. This notice describes the categories of personal information (“PI”) we collect, or may have collected, in the preceding 12 months and the purposes for which such PI may be used. The Company may add to the categories of PI it collects and the purposes it uses PI. In that case, the Company will inform you. PI does not include publicly available information from government records, de-identified or aggregated information.

Categories of Personal Information Collected	Purposes Personal Information is Used
Identifying Information such as name, address, social security or tax identification number, email address and identification card information (driver's license, passport, etc.)	Employment applications; employment; payroll; insurance and benefit administration; vendor payments; tax filings and other required governmental filings; litigation; otherwise required by law; record retention requirements and policy compliance
Information such as signature, physical characteristics or description, telephone number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information	Employment applications; employment; payroll; insurance and benefit administration; vendor payments; tax filings and other required governmental filings; litigation; otherwise required by law; record retention requirements and policy compliance
Characteristics of protected classifications under California or federal law	Required governmental reporting or otherwise required by law to be collected and retained; record retention requirements; reporting on company metrics and policy compliance
Commercial information, including records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies	Contract compliance; Permit Compliance; Required governmental reporting; record retention requirements and policy compliance
Biometric information	Insurance and benefit administration; required governmental reporting; record retention requirements and policy compliance
Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer's interaction with an internet website, application, or advertisement	Employment and company policy needs on company networks or electronic equipment; Website traffic monitoring; record retention requirements and policy compliance
Geolocation data	Employment and company policy needs on company devices (including company vehicles, cellular telephones, computers); tracking for safety on Company property; record retention requirements and policy compliance
Audio, electronic, visual, thermal, olfactory, or similar information	Company facilities for safety and legal compliance monitoring and reporting; record retention requirements and policy compliance
Professional or employment-related information	Employment and contractual relationships and records maintenance; evaluating an employment application; determining eligibility for employment; required governmental reporting; record retention requirements and policy compliance
Education information, defined as information that is not publicly available personally identifiable information as defined in the Family Educational Rights and Privacy Act	Employment and benefits administration, including tuition reimbursement; evaluating an employment application; determining eligibility for employment; required governmental reporting; record retention requirements and policy compliance
Inferences drawn from any of the above information regarding a consumer	Any of the above purposes

Categories of Sources

The above categories of PI are or may have been collected from the following categories of sources:

- **Directly from the Consumer or Employee**
 - Examples include information from documents or forms that you may provide to us related to participating in health or retirement benefit programs or the job position for which you are applying
- **Indirectly from Employees**
 - Examples include information collected when evaluating job performance or qualifications for the job position for which the applicant is applying
- **Third party service providers and vendors**
 - These entities provide services to us in connection with our business operations. For example, employee drug testing program administrators, background check vendors, employment applicant contact information from our applicant tracking system provider and medical and other providers in connection with insurance and other benefit programs
- **Website activity if the Consumer visited any of our websites**
 - Information obtained directly and indirectly from activity from your electronic activity on our Site, on our network or your use of an online application or business system provided by the Company. For example, browsing history when you visit a website while on the Company network or use Company email

Use of Personal Information

The above categories of PI are collected for the following business or commercial purposes:

- Compliance with law and regulation, including governmental reporting
- Compliance with permits and contractual reporting obligations
- Contract payment, compliance and enforcement
- Compliance with Company safety and site security policies
- Company record retention policies and obligations
- To evaluate employment applications, determine eligibility for employment and assess qualifications for a job or task
- Reporting on company metrics
- Compiling directories and establishing a contact in the event of an emergency

The Company will not use the personal information we collected for materially different, unrelated or incompatible purposes without providing notice.

Sharing Personal Information

The above categories of PI are shared with the following categories of third parties:

- Vendors and other service providers who provide services on behalf of Consumers
- Third Parties providing services to the Company such as background checks and security services
- Insurance and benefits administrators and providers
- Site support vendors
- Governmental entities which have a specific reporting requirement

We do not sell your PI or disclose your PI for a business purpose other than the specific purpose for which it was collected.

We may share Employee information solely for a business purpose. When we disclose personal information for a business purpose, we enter into a contract that describes the purpose and requires the recipient to both keep that personal information confidential and not use it for any purpose except performing the contract. In the preceding 12 months, we have disclosed the following categories of personal information for a business purpose:

- Identifiers
- California Customer Records personal information categories
- Protected classification characteristics under California or federal law
- Internet or other similar network activity
- Professional or employment-related information

Consumer Rights

Pursuant to the CCPA, and as detailed below, Consumers have various rights with respect to their PI.

- **Right to Request Deletion**
 - You have the right to request the Company delete your PI from the Company's records and direct any service providers to delete your PI from their records, subject to certain exceptions.
 - Upon receipt of a verifiable consumer request, subject to statutory exceptions, the Company will delete and direct any service providers to delete your PI from its records.
 - The Company is not required to comply with your request to delete your PI if it is necessary for the Company (or its service provider) to maintain your PI in order to:
 1. Complete the transaction for which the PI was collected, provide a good or service requested by you, or reasonably anticipated within the context of the Company's ongoing business relationship with you, or otherwise perform a contract between the Company and you;
 2. Enable solely internal uses that are reasonably aligned with your expectations based on your relationship with the Company;
 3. Comply with a legal obligation;

4. Otherwise use your PI, internally, in a lawful manner that is compatible with the context in which you provided the information;
5. Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for that activity;
6. Debug to identify and repair errors that impair existing intended functionality;
7. Exercise free speech, ensure the right of another consumer to exercise his or her right of free speech, or exercise another right provided for by law;
8. Comply with the California Electronic Communications Privacy Act pursuant to Chapter 3.6 (commencing with Section 1546) of Title 12 of Part 2 of the Penal Code; or
9. Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when the Company's deletion of the information is likely to render impossible or seriously impair the achievement of such research, if you have provided informed consent.

- **Right to Request Information**

- You have the right to request the Company disclose the following to you as it relates to the 12-month period preceding the Company's receipt of your verifiable consumer request:
 1. The categories of PI the Company has collected about you.
 2. The categories of sources from which the PI is collected.
 3. The business or commercial purpose for collecting or selling PI.
 4. The categories of third parties with whom the Company shares PI.
 5. The specific pieces of PI the Company has collected about you.
- Upon receipt of a verifiable consumer request, the Company will provide a response to your request for information.

- **Right to Request Information as to Sale or Disclosure for Business Purpose**

- We do not sell your PI or disclose your PI for a business purpose.

We will not discriminate against you for exercising any of your CCPA rights.

Submitting Consumer Rights Requests

To submit any of the Consumer Rights requests as outlined above, please contact us toll-free at (800) 424-2497 or Human.resources1@bherenewables.com.

We reserve the right to only respond to verifiable consumer requests. A verifiable consumer request is one made by any individual who is:

- The consumer who is the subject of the request;
- A consumer on behalf of the consumer's minor child; or
- A natural person registered with the Secretary of State authorized to act on behalf of a consumer.

If the Company requests, you must provide us with sufficient information to verify your identity and/or authority to act on behalf of a Consumer. Additionally, you will need to describe your request with sufficient detail to allow us to review, understand, assess, and respond. PI collected from an individual to determine whether a request is a verifiable consumer request may not be used for any other purpose. We will endeavor to respond to a verifiable consumer request within 45 days of receipt, but we may require up to 90 days to respond, under which circumstances we will notify you of the need for an extension.

These policies supersede and revoke any and all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. The company reserves the right to add to, delete, change or revoke these policies at any time, with or without notice. These policies do not create a contract between the company and any employee, nor do they create any entitlement to employment or any benefit provided by the company to its employees.

CAUTION! – This document may be out of date if printed.