

AKERMAN LLP EMPLOYEE PRIVACY NOTICE

Last updated September 2020

This Akerman LLP Employee Privacy Notice ("Employee Privacy Notice") tells you about the categories of personal information that may be collected (or may have been collected in the past 12 months) by Akerman LLP and its affiliates and subsidiary entities (collectively, "Akerman") and why we collected that information. This Employee Privacy Notice is for individuals who are (1) Akerman job applicants, (2) current Akerman employees and/or independent contractors, (3) former Akerman employees and/or independent contractors, (4) dependents or beneficiaries of current Akerman employees, and/or (5) dependents or beneficiaries of former Akerman employees.

PERSONAL INFORMATION WE COLLECT AND USE

Your privacy is important to us. We only collect personal information that you provide to us or that we are authorized to obtain by you or by law, and we only use your personal information for the purposes described in this notice.

When you apply for employment opportunities in person or online, we may collect your name, address, phone number, email address, date of birth, law school transcript, resume, gender, race, ethnicity, LGBTQ+, disability, veteran status, income information, bios, Social Security number, criminal history, bar license information, actual and historical and projected performance metrics, information from professional references including prior job performance, and employment information including employment history and contacts from you or as a result of a background check.

In the course of your employment, in addition to information collected through your job application and after you receive a job offer described above, we may collect additional employment related personal information, including:

To Provide Benefits and Payroll: your name, address, birth date, gender, sex, age, marital status, Social Security number, email address, date of marriage/divorce, phone number, disability, other insurance coverage, dependent information, employment status and income information, Medicare coverage information including benefit number, domestic partnership statement, insurance information such as group policy number or ID, height, weight, physician information, responses to insurability profile questions, responses to medical profile questions indicating medical conditions and treatment for same, identification of prescription medications taken, insurance history information, insurance policy number, information about disability benefits income, citizenship information, disability insurance information, financial information, medical information relating to disability, bank account number, routing number, and account type;

In the Course of Your Employment: your name, phone number, photo, email address, physical address, leave of absence information (such as employee communications, doctor notes, employee paperwork, date of birth, and Social Security number), information for employment related taxes, Social Security numbers, I-9 information, emergency contact

information, building badge number, building access events and time stamps, video surveillance of selected areas, such as entry and exit doors and secure spaces, information regarding potential business conflicts, and state bar card information.

To Provide Amenities and Office Services: your name, address, phone number, vehicle make/model/color, license plate, email address, photo, gender, birth date, and signature.

When You Book Travel Through Akerman: your name, address, phone number, payment card number, payment card expiration date, payment card CVV, airline frequent flyer mile numbers, TSA known redress number and global entry number, birth date, DHS redress number, passport number, Visa number, driver's license or government-issued ID number, ticket/document number, and other related travel information.

When You Submit a Business Tax Application Through Akerman: your name, PCN, business name, Federal ID or Social Security number, address, phone number, email address, Florida license or bar card number, and existing Local Business Tax Receipt number.

When You Access Akerman Information Using Personal Devices (e.g., smartphones): your name, phone number, email address, and information about your device including identification and security status information (collected from your operating system and platform).

When You Access Akerman Information Using a Computer (e.g., Akerman-owned desktop/laptop, personally-owned computers/tablets connected via Citrix): your IP address, date and timestamps of system and application activity, and Internet activity (collected from your operating system and platform).

When Needed for an Investigation, Akerman reserves the right to monitor your use of Akerman equipment or resources. Akerman may retrieve logs of your activities on Akerman-owned equipment, as well as your access to and use of firm resources from an Akerman-owned or personal device. Akerman resources include your Akerman email account, the Akerman document management system, and your Akerman voicemail. Logs of Akerman-owned devices include your Internet usage on Akerman systems, and details of your interactions with other Akerman systems or information. Therefore, users have and should expect no right of privacy whatsoever regarding the use or contents of Akerman equipment or systems.

Vendors, Suppliers, and Others Doing Business with Us may collect or receive employment related information as described above on our behalf to provide employment, benefits, or human resources services to Akerman.

HOW WE MAY USE YOUR INFORMATION

When we collect and use your information, we take your privacy and security very seriously.

We collect employee personal information as described above for the following purposes, when permissible under applicable law. In particular, we collected the following categories of personal information from job applicants and/or employees within the twelve (12) months preceding the date of this Notice:

Category	Types of Information Collected	Purpose for Collection
A. Identifiers.	Name, alias, address, unique personal identifier, online identifier, Internet Protocol address, email address, Social Security number, driver's license number, passport number, or other similar identifiers.	Job applications Payroll Employee benefits Employment Amenities Travel Business Tax Application Device Access
B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).	Name, signature, Social Security number, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, payment card number, or any other financial information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories.	Job applications Payroll Employee benefits Employment Amenities Travel Business Tax Application Device Access

C. Protected classification characteristics under California or federal law.	Age (40 years or older), race, color, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status.	Job applications Payroll Employee benefits Employment Travel Business Tax Application
D. Internet or other similar network activity.	Device identification and security status information, IP address, date and time stamps of system and application activity, and Internet activity.	Device Access
E. Professional or employment-related information.	Current or past job history or performance evaluations.	Job applications
F. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	Job applications

We may also collect employee information to comply with applicable law or regulatory requirements or legal requests.

HOW WE SHARE INFORMATION

We may share any of the above information about you with third parties for a business purpose as indicated below:

Affiliates: We may share your personal information with our locations, subsidiaries, affiliates, and third parties. If we share your information, we will share only the information that is necessary and we will take reasonable steps to make sure that our affiliates take prudent steps to protect your information.

Service Providers: Other companies sometimes provide certain services to us or on our behalf (e.g., payroll services, leave and absence management services, maintenance or IT support, human resources, analysis, and benefits). Unless we tell you differently or as described elsewhere in this Employee Privacy Notice, our service providers are not permitted to use your information except to assist us.

Third Parties with Whom You Direct Us to Share Your Personal Information: If you direct us to share your personal information with a third party, we will share only the information that is needed to complete your request.

Other Third Parties, such as consumer reporting agencies when we perform employee background checks.

Compliance with Legal Obligations: We may need to disclose certain information to auditors, government authorities, law enforcement, regulatory agencies, our legal counsel, third party litigants and their counsel, or other authorized individuals to comply with laws that apply to us, subpoenas, discovery requests, or other legal obligations such as contractual requirements.

Changes in Business Structure/Ownership: We may disclose or transfer your personal information to a third party in the event of any reorganization, merger, sale, acquisition, joint venture, assignment, transfer, or other disposition of all or any portion of Akerman's business, assets, or ownership interest (including through bankruptcy or similar proceedings).

Akerman does not sell applicants' or employees' personal information to anyone and Akerman does not share applicants' or employees' information with third parties for those parties' commercial use.

HOW WE HAVE DISCLOSED YOUR PERSONAL INFORMATION FOR BUSINESS PURPOSES

In the preceding twelve (12) months, we have disclosed the following categories of personal information for a business purpose:

Category A: Identifiers

Category B: California Customer Records personal information categories

Category C: Protected classification characteristics under California or federal law

Category E: Professional or employment-related information

We disclose your personal information for a business purpose to the following categories of third parties:

Service providers: others who provide services to us or on our behalf.

Third parties with whom you direct us to share your personal information: others with whom you have asked us to share your information.

Other third parties, such as consumer reporting agencies to conduct employment background checks.

HOW WE PROTECT YOUR PERSONAL INFORMATION

We strive to take appropriate security measures to help safeguard your personal information from unauthorized access, disclosure, alteration, or destruction. For example, only authorized employees are allowed to access personal information, and they may only access it for permitted business functions. We also use technology to protect your information, including encrypting sensitive personal information that is transferred to or from our systems and implementing physical security measures to protect electronic and hard copy information.

While we cannot guarantee that loss, misuse, or alteration will never occur, we use reasonable efforts to prevent it. Please keep in mind that no method of storage or transmission over the Internet is completely secure, so your provision of information to us is at your own risk.

CHANGES TO THIS NOTICE

We reserve the right to modify or change this Employee Privacy Notice at any time, but it will be updated at least once every twelve (12) months. When we make a material change to this Employee Privacy Notice, we will inform you by sending you an email to your Akerman email address and posting a notice in the UltiPro portal.

CONTACT US

For questions regarding this Employee Privacy Notice please contact us via email at ProtectPrivacy@Akerman.com.