



## **HBC Privacy Policy**

Thank you for visiting [www.howardbuilding.com](http://www.howardbuilding.com), we are excited you are interested in learning more about our firm. Before you begin exploring our site, please read this policy carefully. You have choices about the data we collect. When asked to provide personal data, you may decline. If you choose not to provide data that is necessary for certain features, you may not be able to use that feature. You may withdraw your consent to us using your personal data at any time by reaching out to us. By accessing this website and/or providing information to us, you expressly agree to this privacy policy.

### **WHAT INFORMATION WE COLLECT**

This Privacy Policy describes the types of information that we may collect from you as you interact with our website. We collect data in an effort to optimize performance of our website, identify potential security threats, and to carry out our business operations. Most of the information we collect is information provided directly by you and includes information submitted by you through forms or links on the site, emails or other electronic messages, and the job application portal and may include the following:

- Contact information – information about you or your company such as name, job title, company name, department, email address, physical mailing address and telephone number
- Professional information - such as your employment background, job description and related information
- Responses to forms - information you provide when responding to a form or inquiry on the website, via an app or email, on the telephone or otherwise
- Internet Protocol (IP) addresses – this number is identified and logged automatically whenever you visit the Site, along with the time(s) of your visit(s) and the page(s) that you visited
- Demographic and location data
- We also process personal data of job applicants when you apply for a position with HBC through our employment portal. This includes your name, phone number, address, employment background, and other related professional information.

Other data may be automatically collected using third party service providers (such as cookies). For more information, please refer to the Third Party Service Providers section of this Privacy Policy.

We do not knowingly collect or process data from anyone under the age of sixteen (16) years old. If we discover that we have collected or received data from anyone under 16 without verification of parental consent, such information will be deleted. Please contact us if you believe we may have collected or processed data from or about anyone under 16.

### **HOW WE USE THE INFORMATION WE COLLECT**

We use the information you provide for the following purposes:

- Communications: to respond to your inquiries and requests, communicate with you about our services, potential employment or partnerships, and to fulfill the specific purposes for which such information was provided and disclosed at the time it was collected.
- HR and Payroll Functions: to comply with applicable legal requirements including employee record keeping, identifying information, information to assist in administering benefits, process payroll
- Quality Assessment: to assess qualifications for potential employment, analyze general website traffic and optimize performance of our website

We may also use data to operate and improve the performance of our firm and tailor our website to users' needs. We will retain your personal information as long as is reasonably necessary for the purposes set out in this Privacy Policy, or as is required by applicable law. Information submitted to serve a human resources function, including job applications, will be kept for a period of 4 years, or as otherwise dictated by applicable law.

#### **PROTECTIVE MEASURES TAKEN**

We take technical and organizational measures to guard against unauthorized or unlawful processing of your personal data and against accidental loss or destruction of, or damage to, your personal data. While we believe the measures we have implemented reduce our vulnerability to security breaches, no system is completely secure and we cannot guarantee its absolute security.

#### **COOKIE'S AND THIRD PARTY SERVICE PROVIDERS**

Except as described in this paragraph, we do not sell, trade or otherwise transfer your personally identifiable information to third parties. Our website uses a third party service provider to analyze general traffic and optimize performance of the website. Our setup may place cookies on your device including a Client ID which may be categorized as "personal information" under California law. We may share personal data with service providers who work on our behalf for the purposes described in this statement. Examples include companies that host our web servers, analyze data, other third parties that help us run our business such as insurers and payroll providers, and others that may provide marketing assistance. These companies will have access to and may use your personal information as necessary to perform their functions (for example to help us communicate with you about our services) but they may not use that data for any other purpose and they do not have any independent right to share this information.

You have the right to see the data that we have collected, the right to have such information deleted and the right to opt out of third party selling. If you wish to exercise any of these rights, please call us at 714.438.2272. You must be able to provide your name and email address or other information sufficient information to allow us to identify you. Once identified, we will respond to your request as appropriate. We will follow internal procedures when these requests are made to protect the integrity of the data we hold.

### **THIRD PARTY LINKS**

Please note that our website contains links to third parties' websites whose privacy practices are different from HBC's. Any personal data you provide to any third party website is directed by their privacy statement, and we are not responsible for their privacy practices or the content of those websites. Please carefully read any privacy policies on those websites before either agreeing to their terms or using those websites.

### **CHANGES TO THIS PRIVACY POLICY**

We recommend that you check this notice every time you visit our website. Any changes will be effective when posted and your continued use of the site will indicate your acknowledgement of any changes.

### **CONTACT INFORMATION**

If you have any questions or comments about this notice, or HBC's data practices and policies described here, your choices and rights regarding such use, or wish to exercise your rights under applicable law, please do not hesitate to contact us at: 714.438.2272.