



Boise Cascade®

## PRIVACY NOTICE OF COLLECTION: APPLICANT

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This notice describes the categories of personal information that may be collected by Boise Cascade (“Company”) by fair and lawful means in connection with your application for employment and the purposes for which such information may be collected, used and disclosed, limited to that which is needed for the purposes outlined within this policy. We will retain your data for the duration of our relationship, subject to our legal obligations.

### CATEGORIES OF PERSONAL INFORMATION COLLECTED

Identifiers and Contact information. This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver's license or state identification numbers, and other similar contact information and identifiers.

Protected classification information. This category includes characteristics of protected classifications under California or federal law.

Internet or other electronic network activity information. This category includes without limitation:

- all activity on the Company's information systems, such as internet browsing history, search history, and email communications, and
- all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, and app use.

Geolocation data. This category includes GPS location data from company-issued mobile devices and company-owned vehicles.

Audio, electronic, visual, thermal, olfactory, or similar information. This category includes, for example, information collected from camera, thermometers, and similar devices.

Professional and employment-related information. This category includes without limitation:

- data submitted with employment applications including employment history, recommendations, etc.,
- background check and criminal history,
- work authorization, and
- fitness for duty data and reports.

Education information. This category includes education history.

Limited medical information. This category includes without limitation:

- symptoms, test results, and other indicators of exposure to the coronavirus (COVID-19) and related vaccination status information
- fitness for duty data and reports,
- leave of absence information including family obligations, physical and mental health data concerning employee and his or her family members, and
- travel information and information regarding close contacts.

Sensitive Personal Information. This category includes sensitive information such as:

- social security, driver's license, state identification card, or passport number,



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- racial or ethnic origin, citizenship or immigration status, religious or philosophical beliefs, or union membership,
- biometric information for the purpose of uniquely identifying a consumer, and
- information concerning health and sex life or sexual orientation.

Inferences drawn from the Applicant Personal Information in the categories above.

## **PURPOSES PERSONAL INFORMATION IS USED**

- Collect and process employment applications, including confirming eligibility and qualifications for employment, background, and related checks, as necessary.
- Evaluate an individual's appropriateness for a particular position at the Company, or promotion to a new position.
- Communicate with you about your application.
- Maintaining personnel records and record retention requirements.
- Complying with applicable state and federal labor, employment, equal employment opportunity, and related laws.
- Preventing unauthorized access to or use of the Company's property, including the Company's information systems, electronic devices, network, and data.
- Investigating complaints, grievances, and suspected violations of Company policy.
- Protect the legal rights, privacy, safety or property of Company or its employees, agents, contractors, customers, or the public.
- Protect against fraud or other illegal activity or for risk management purposes.
- Enforce the Company's website's terms of use.
- Design, implement, and promote the Company's associate engagement programs.
- Improve safety of our facilities for employees, customers, and the public with regard to use of Company property and equipment.
- To facilitate other business administrative functions and strategic activities, such as risk management, information technology and communications, financial management and reporting, workforce and succession planning, mergers and acquisition activities; and maintenance of licenses, permits and authorization applicable to Company operations.

To carry out the purposes outlined above, the Company may share information with third parties, such as background check vendors, third-party staffing vendors and information technology vendors, outside legal counsel, and state or federal governmental agencies. The Company may add to the categories of personal information it collects and the purposes it uses personal information. In that case, the Company will inform you. We reserve the right to amend this Notice at any time without advance notice.

If you have questions about this notice or the Company's compliance with applicable privacy laws, please contact the Privacy Officer. The methods for submitting requests for information required to be disclosed pursuant to this Policy, the California Consumer Privacy Act (CCPA), the California Privacy Rights Act (CPRA), and the Personal Information Protection and Electronic Documents Act (PIPEDA) are:

- (1) 844-823-2382
- (2) EthicsPoint: (<https://secure.ethicspoint.com/domain/media/en/gui/71014/index.html>).
- (3) Privacy Officer: 208-384-3538 or [walkthetalk@bc.com](mailto:walkthetalk@bc.com)



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Residents of certain states, such as California, may have additional rights under applicable state privacy laws. [California Consumer Privacy Act \(CCPA\) | State of California - Department of Justice - Office of the Attorney General](#)

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

## REVISION HISTORY

Date	Version	Description	Author
10/2022	1.0 (Original)	Privacy Notice for Applicant	J. Jackson
06/2023	2.0	Updated to comply with PIPEDA	J. Jackson
10/2023	3.0	Updated to comply with CCPA revision including citizenship or immigration status under sensitive information; effective 1/1/2024	J. Jackson
06/02/2025	4.0	Added MA verbiage	J. Jackson
06/17/2025	5.0	Updated with CCPA verbiage	J. Lang
07/07/2025	6.0	Updated associate engagement verbiage	J. Lang