



Boise Cascade®

## PRIVACY NOTICE OF COLLECTION: EMPLOYEE

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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, bank account information, access/identification badges, profile pictures, 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, intranet activity, email communications, social media postings, stored documents and emails, usernames, and passwords, and
- all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an employee's use of company-issued devices.

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 cameras, thermometers, and similar devices.

Biometric information. This category includes the use of biometric equipment, devices, or software to record your time worked, to enter or exit facilities or rooms, to access or use equipment, or for other business purposes.

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

- data submitted with employment applications including salary history, employment history, employment recommendations, etc.,
- background check and criminal history,
- work authorization,
- fitness for duty data and reports,
- performance and disciplinary records,
- salary and bonus data,
- benefit plan enrollment, participation, and claims information, and



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- leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members.

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,
- financial account information that allows access to an account, including log-in credentials, financial account numbers, passwords, etc.,
- precise geolocation,
- racial or ethnic origin, citizenship or immigration status, religious or philosophical beliefs, or union membership,
- content of mail, email, and text messages unless the Company is the intended recipient of the communication,
- genetic data,
- 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 for employment, background and related checks, onboarding, and related recruiting efforts.
- Processing payroll, other forms of compensation, and employee benefit plan and program design and administration including enrollment and claims handling and leave of absence administration.
- To maintain physician records and occupational health programs.
- Maintaining personnel records and record retention requirements.
- Communicating with employees and/or employees' emergency contacts and plan beneficiaries.
- Complying with applicable state and federal health, labor, employment, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws, guidance, or recommendations.
- Preventing unauthorized access to, use, or disclosure/removal of the Company's property, including the Company's information systems, electronic devices, network, and data.
- Ensuring and enhancing employee productivity and adherence to the Company's policies.



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- To provide training and development opportunities.
- Investigating complaints, grievances, and suspected violations of Company policy.
- Design, implement, and promote the Company's associate engagement programs.
- Facilitate the efficient and secure use of the Company's information systems.
- Ensure compliance with Company information systems policies and procedures.
- Improve safety of employees, customers, and the public with regard to use of Company property and equipment.
- Improve efficiency, logistics, and supply chain management.
- Improve accuracy of time management systems, attendance, including vacations, sick leave, and other absence monitoring.
- Evaluate an individual's appropriateness for a participation position at the Company, or promotion to a new position.
- Customer engagement and other legitimate business purposes.
- To respond to and manage any legal claims against the Company and/or its personnel, including civil discovery in litigation.
- 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 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)

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](#)



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## REVISION HISTORY

Date	Version	Description	Author
10/2022	1.0 (Original)	Privacy Notice for Employee	J. Jackson
06/2023	2.0	Updated with PIPEDA verbiage	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
12/2024	4.0	Added access/identification badges and profile pictures to categories of information collected	J. Jackson
06/2025	5.0	Updated with CCPA verbiage	J. Lang
07/07/2025	6.0	Updated associate engagement verbiage	J. Lang