

Glynn Capital Management, LLC

Privacy Notice
for
California Employees

CALIFORNIA LAW REQUIRES THAT WE PROVIDE YOU THIS NOTICE ABOUT THE COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION. WE ENCOURAGE YOU TO READ IT CAREFULLY.

UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATIVE FORMATS, SUCH AS LARGE PRINT, BRAILLE, OR AUDIO. PLEASE CONTACT PRIVACY@GLYNNCAPITAL.COM, AND AN ALTERNATIVE FORMAT WILL BE PROVIDED TO YOU SO YOU CAN ACCESS THE INFORMATION IN THIS NOTICE.

Effective Date: March 15, 2023

Introduction

This notice (“**Notice**”) describes the categories of personal information that Glynn Capital Management, LLC, and its subsidiaries and affiliates, (“**Company**”, “**we**”, “**us**” and “**our**”) collects about our employees who are California residents, and how we use and disclose that information.

This notice applies to personal information we collect about you in relation to your employment with the Company. See our [Privacy Policy](#) for information about our practices when you **interact with us offline or online in the same manner that a website visitor or someone who isn’t an employee may interact with us**.

For purposes of this Notice, “**personal information**” and “**sensitive personal information**” have the meanings given in the California Consumer Privacy Act of 2018 (as amended from time to time, the “**CCPA**”).

This Notice does not create or form part of any employment contract.

If you have questions about this Notice, please contact Courtney Myers, courtney@glynncapital.com, 650-854-2215.

1. Information we collect about employees

1.1. Categories of personal information

Below are categories of personal information we may collect and process before, during and after your employment. For each category listed, the CCPA requires us to identify the statutory category under Cal. Civ. Code Section 1798.140(v)(1) to which it corresponds. These statutory categories are listed in footnotes as “California categories” or addressed in Section 2.2.

- **Contact information**, such as your work and home address, telephone number, email address and social media handles;¹
- **Identification information**, such as your social security number, government-issued identification information (e.g., driver’s license, passport), photographs, or other similar identifiers;²

¹ **California categories:** Identifiers, Professional or employment-related information

² **California categories:** Identifiers, Professional or employment-related information, Audio/electronic/visual, thermal/olfactory/similar information (“Sensory information”)

- **Immigration status** and other information that would allow us to verify your employment eligibility;³
- **Biographical information**, such as name, gender/gender identity, pronouns, date of birth, professional history, language proficiencies, professional qualifications, references, education details, information in your company biography, social media profiles and activity, and your photo;⁴
- **Professional qualifications**, such as professional designations, licensure information, memberships, leadership positions, credentials, professional qualifications and continuing education information;⁵
- **General employment information**, such as department, work location, job title, dates of employment, work status (e.g., full-time/part-time), any terms or conditions of employment, work history (current, past, or prospective), timekeeping information, personnel and disciplinary records, training and learning program participation, information necessary to complete background checks, drug and/or alcohol tests, and other screens permitted by law, and other information reasonably necessary to administer the employment relationship with you, including without limitation information related to absence administration, workers' compensation matters and emergency services;⁶
- **Compensation, benefits and payroll information**, such as salary and bonus details, benefits information (including information regarding health insurance, retirement savings), equity award information, bank account information and working time records (e.g., vacation and absence records, sick leave, leave status, and hours worked);⁷
- **Performance information**, such as management metrics, performance evaluations, feedback, and promotion history;⁸
- **Information about related persons**, such as your spouse, domestic/civil partner, dependents, beneficiaries and emergency contacts;⁹
- **Credentials, technology, access and system information**, such as your Company email address, usernames, passwords, and keycard number; information about your use of, as well as content and communications you send and receive through, devices, Company communications, IT systems and applications (e.g., time of use, files accessed, search history, web pages viewed, IP address, device ID, device geolocation); and information about your access to and location within offices and facilities (e.g., keycard scans and security camera footage);¹⁰
- **Expenses and travel information**, such as information about your business travel and other business expenses;¹¹
- **Health care, welfare, and medical information**, such as information related to employee or their eligible dependent's participation in wellness and employee assistance programs, executive physicals and health insurance programs and your body temperature, vaccination status, health

³ **California categories:** Identifiers, Professional or employment-related information

⁴ **California categories:** Identifiers, Professional or employment-related information, Education information, Sensory information

⁵ **California categories:** Identifiers, Professional or employment-related information, Education information

⁶ **California categories:** Identifiers, Professional or employment-related information

⁷ **California categories:** Identifiers, California customer records (Financial information, Medical information), Professional or employment-related information

⁸ **California categories:** Identifiers, Professional or employment-related information

⁹ **California categories:** Identifiers, Professional or employment-related information

¹⁰ **California categories:** Identifiers, Internet/electronic network activity information, Geolocation, Professional or employment-related information

¹¹ **California categories:** Identifiers, Professional or employment-related information

symptoms and other screening and tracking information (including travel information, participation in health education programs, and information about your related persons) in connection with the Company's health and safety plans and protocols, including screening required to access Company offices/facilities and other measures designed to prevent the transmission of COVID-19 or other infectious diseases;¹²

- **Information needed to evaluate accommodation requests regarding potential disabilities or other health conditions;** and¹³
- **Other information you provide to us,** such as in your general communications with us, and your feedback and survey responses where you choose to identify yourself.¹⁴

In certain cases we may ask you for additional information for purposes of monitoring equal opportunity and/or complying with applicable laws. We may also inquire about criminal and/or credit records. We will do so only where permitted by applicable law.

1.2. *Sensitive personal information and protected classification characteristics*

With the possible exception of "contact information", all of the categories above include, or contain information from which it may be possible to infer, sensitive personal information or characteristics of protected classifications under California or federal law if applicable. However, we do not use or disclose sensitive personal information in ways that would be subject to a California resident's right to limit the use or disclosure of their sensitive personal information under the CCPA.

1.3. *Sources of personal information*

We collect personal information from you during your candidacy for a job, and during and after your employment.

We may also collect your personal information from various other sources and combine it with the personal information you provide to us. For example, we may collect your personal information from:

- job board websites you may use to apply for a job with us;
- providers of services that we make available to our employees as part of our benefits program;
- prior employers, when they provide us with employment references;
- professional references that you authorize us to contact;
- providers of background check, credit check, or other screening services (where permitted by law);
- your public social media profiles or other publicly-available sources;
- employment agencies or recruiters;
- your related persons who communicate with us directly;
- Company communications and IT systems/applications that automatically collect information about, and transmitted by, users;
- your use of Company computer systems or the Internet through such systems; and
- other Company personnel.

This section generally describes our practices currently and during the preceding 12 months.

2. **How we use personal information of employees**

2.1. *Purposes for which we use personal information*

¹² **California categories:** Identifiers, California customer records (Medical information, Physical description), Professional or employment-related information

¹³ **California categories:** Identifiers, Medical information, Professional or employment-related information

¹⁴ **California categories:** Identifiers, Professional or employment-related information

We may use the categories of personal information above for the following purposes:

- **Workforce management.** Managing work activities and personnel generally, such as:
 - recruiting, interviewing and evaluating job candidates and employees;
 - administration of payroll, wages and other compensation;
 - granting and administering equity awards, bonuses, commissions and other incentive awards;
 - administering and evaluating employee benefits, including healthcare, pensions, retirement and savings plans and loans;
 - maintaining contact details of your designated dependents and beneficiaries and communicating with them as necessary in the administration of your employee benefits and awards;
 - maintaining contact details of your designated emergency contacts and communicating with them as necessary in emergencies;
 - administering and evaluating vacation, paid time off, sick leave, and other leaves of absence;
 - performance and compensation evaluation and promotions;
 - providing training and career development opportunities;
 - administering employee transfers, reassignments and secondments;
 - conducting employee surveys and soliciting employee feedback;
 - performing background, reference, or credit checks;
 - managing disciplinary matters, grievances and terminations;
 - administering business expense tracking, reimbursements and travel;
 - assisting with obtaining an immigration visa or work permit;
 - improving our application and/or recruitment process, including improving diversity;
 - accommodating disabilities or health conditions;
 - providing information technology resources and support;
 - maintaining internal employee directories;
 - communicating with you;
 - otherwise administering our relationship with you as your employer or former employer; and
 - analyzing our workforce and information relating to any of the activities above.
- **Business operations.** Operating and managing our business, including managing communications and IT systems; research, development and operation of our products and/or services; managing and allocating Company assets and personnel; strategic planning and project management; business continuity; maintenance of business and audit records; budgeting, financial management and reporting; internal communications; promoting our business; physical and information security; health and safety, including the personal safety and security of employees, contractors, vendors and other visitors; and evaluating and undergoing mergers, acquisitions, sales, re-organizations or disposals and integration with purchasers.
- **Compliance, safety and protection.** Complying with legal and other requirements, such as tax, audit, recordkeeping, reporting, verifying identity and eligibility to work, and equal opportunities monitoring requirements; complying with lawful requests and legal process, such as to respond to subpoenas or requests from government authorities; protecting our, your or others' rights, safety and property, including by complying with applicable public health guidelines and requirements, including, without limitation, guidance from the Centers for Disease Control or other public health authorities relating to the prevention and control of COVID-19 or other infectious diseases; investigating and deterring against fraudulent, harmful, unauthorized, unethical or illegal activity, or conduct in violation of our policies or procedures; pursuing legal rights and remedies, including investigating, making and defending complaints or legal claims; administering and enforcing internal policies and procedures; and providing information to government authorities, law enforcement, courts or private parties for the foregoing purposes.
- **Monitoring.** Monitoring Company offices and facilities, IT and communications systems, devices, equipment and applications through manual review and automated tools such as security software,

website and spam filtering software, mobile device management software, and controlling access to and monitoring our physical premises (e.g., by requiring health screenings to access offices/facilities and using security cameras and keycard scans); operating, maintaining and protecting the security of our network systems and devices; protecting our proprietary and confidential information and intellectual property; for recordkeeping and archival purposes; training personnel and/or managing performance; for the [Compliance, safety and protection](#) purposes described above; investigating and responding to security and other incidents; and for business continuity purposes (such as monitoring business-related emails following an employee's departure).

- **Analytics.** Creating anonymous, aggregated or deidentified data that we use and disclose to analyze our workforce and business, and for other lawful business purposes. We do not attempt to reidentify deidentified information derived from personal information, except for the purpose of determining whether our deidentification processes comply with applicable law.

2.2. *Disclosing personal information*

We may disclose your personal information to the following parties to facilitate one or more of the purposes described above:

- **Affiliates.** Our corporate parent, subsidiaries, and other affiliates under the control of our corporate parent, for purposes consistent with this Notice or to operate shared infrastructure, systems and technology.
- **Company service providers.** Providers of services to the Company, such as payroll administration, benefits and wellness, human resources, occupational health, performance management, training, expense management, travel agencies, transportation and lodging, IT systems and support, information and physical security, background checks and other screenings, equity award administration, corporate banking and credit cards, health care, trade associations, insurance brokers, claims handlers and loss adjusters, and any necessary third party administrators, nominees, registrars or trustees appointed in connection with benefits plans or programs.
- **Employee benefits providers.** Providers of services to eligible employees as part of our employee benefits program (e.g., financial advisors, retirement plan providers and consultants, insurance providers, securities brokers, financial institutions and providers of health, fitness, wellness, childcare, concierge services, and other employment perks) who need your information to verify your eligibility and provide you with services.
- **Our marketing audience.** Current and prospective customers and other business contacts with whom we provide your Company contact details, bio, and company headshot photo, as well as other information you authorize us to provide, including on our website or in other publicly available marketing materials and communications as part of our marketing activities.
- **Government authorities, law enforcement and others.** Government authorities, law enforcement, courts, and others for the purposes described in the [Compliance, safety and protection](#) section above.
- **Business transfer participants.** Parties (and their advisors) to transactions and potential transactions pursuant to which we sell or transfer some or all of our business or assets, including your personal information, such as a corporate divestiture, merger, consolidation, acquisition, reorganization or sale of assets, or in the event of bankruptcy or dissolution.
- **Professional advisors.** Accountants, auditors, lawyers, insurers, bankers, and other outside professional advisors who require your information in the course of providing their services.

- **Customers and business partners.** Customers, other companies and individuals with whom the Company does business or is exploring a business relationship.
- **Other parties** not listed above but that are identified at or before the point at which we collect your personal information.

You should assume that each category of personal information we collect may be disclosed, and may have been disclosed during the preceding 12 months, to each category of parties listed above in this section.

2.3. *Retention*

The criteria for deciding how long to retain personal information is generally based on whether such period is sufficient to fulfill the purposes for which we collected it as described in this Notice, including to comply with our legal records retention obligations and for the Compliance, safety and protection purposes described above.

3. **California privacy rights**

3.1. *Your California privacy rights*

California residents have the rights listed below under the CCPA. However, these rights are not absolute and subject to certain exceptions, and in certain cases we may decline your request as permitted by law.

- **Information.** You can request the following information about how we have collected and used your personal information during the past 12 months:
 - The categories of personal information that we have collected.
 - The categories of sources from which we collected personal information.
 - The business or commercial purpose for collecting or selling personal information.
 - The categories of third parties to whom we disclose personal information.
 - The categories of personal information that we sold or disclosed for a business purpose.
 - The categories of third parties to whom the personal information was sold or disclosed for a business purpose.
- **Access.** You can request a copy of the personal information that we have collected about you.
- **Deletion.** You can ask us to delete certain personal information that we have collected from you.
- **Correction.** You can ask us to correct inaccurate personal data that we have collected about you.
- **Opt-out of sales or sharing of personal information.** **California residents can opt-out of any “sale” of their personal information or “sharing” of personal information for cross-contextual behavioral advertising, as such terms are defined under the CCPA. We do not sell or share personal information of employees in the manner restricted by the CCPA and have not done so in the preceding 12 months. However, we encourage you to review our [Privacy Policy](#) for information about the sale or sharing of personal information that may occur when you interact with us offline or online in the same manner that a website visitor or other non-employee may interact with us. We do not recruit, and have no actual knowledge of having sold or shared the personal information of, employees under the age of 16.**
- **Nondiscrimination.** You are entitled to exercise the rights described above free from discrimination as prohibited by the CCPA, including exercising such rights without retaliation.

3.2. *How to exercise your California privacy rights*

You may submit requests to exercise your rights to Human Resources at courtney@glynncapital.com by using your work email address or by meeting with a member of Human Resources in person. Submitting your request through such channels allows us to verify your identity as required by the CCPA if you are a current employee. For former employees, we may require identity verification by requiring you to log into an online account for former employees if you have one, provide information that can help us verify your

identity, provide government identification, and/or provide an affidavit under penalty of perjury. We cannot process your request if you do not provide us with sufficient detail to allow us to understand and respond to it. We reserve the right to confirm your California residency.

Your authorized agent may make a request on your behalf upon our verification of the agent's identity and our receipt of a copy of a valid power of attorney given to your authorized agent pursuant to California Probate Code Sections 4000-4465. If you have not provided your agent with such a power of attorney, you must provide your agent with written and signed permission to exercise your CCPA rights on your behalf, provide the information we request to verify your identity, and provide us with confirmation that you have given the authorized agent permission to submit the request.

4. Third parties

This Notice does not address, and we are not responsible for, the practices of any third parties, which have their own rules for how they collect and use your personal information. Our links to third party websites or services are not endorsements.

5. Changes to this Notice

We reserve the right to change this Notice at any time. The "Effective Date" heading at the top of this Notice indicates when it was last revised. Any changes will become effective when we post the revised notice on our Z: Operations/Privacy.

6. Your obligations

It is your responsibility to ensure that information you provide to us does not violate any third party's rights. You should keep your personal information on file with the Company up to date and inform us of any significant changes to it.