

Privacy Notice for CS Disco Employees, Applicants, and Independent Contractors

A. To Employees and Applicants.

CS Disco (DISCO, we, us, or the Company) collects and uses Personal Information for human resources, employment, benefit administration, health and safety, and business-related purposes and to be in legal compliance. Below are the categories of Personal Information we collect and the purposes for which we intend to use this information:

1. **Identity, demographic, and contact information**, such as your full name, gender, date of birth, signature, home address, telephone numbers, email addresses, emergency contact information, Social Security numbers (SSN), passport and visa information, immigration status and documentation, race, ethnic origin, marital status, disability, and veteran or military status.
2. **Your dependent's or other individual's information**, such as their full name, address, date of birth, and SSN.
3. **Employment, educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes, as well as employment details while employed with us such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
4. **Financial information**, such as banking details, tax information, payroll information, and withholdings.
5. **Health and safety information**, such as health conditions (only where relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information.
6. **Information systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on the Company's information systems and networks.
7. **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to a Company office location, when logged in to a Company IT system.

The Company collects your Personal Information to use or disclose as appropriate to:

1. Comply with all applicable laws and regulations.
2. Recruit and evaluate job applicants and candidates for employment.
3. Conduct background checks.
4. Manage your employment relationship with us, including for:
 - a. onboarding processes;
 - b. timekeeping, payroll, and expense report administration;
 - c. employee benefits administration;
 - d. employee training and development requirements;
 - e. the creation, maintenance, and security of your online employee accounts;
 - f. reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;

- g. workers' compensation claims management;
 - h. employee job performance, including goals and performance reviews, promotions, discipline, and termination;
 - i. other human resources purposes; and
 - j. general business purposes, such as measuring attrition or other trends in business intelligence.
5. Manage and monitor employee access to company facilities, equipment, and systems.
 6. Conduct internal audits and workplace investigations.
 7. Investigate and enforce compliance with and potential breaches of Company policies and procedures.
 8. Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company.
 9. Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
 10. Perform workforce analytics, data analytics, and benchmarking.
 11. Administer and maintain the Company's operations, including for safety purposes.
 12. For client marketing purposes.
 13. Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents.

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact us at askpeople@csdisco.com, asklegal@csdisco.com, or by calling 833.653.4726.

B. To Independent Contractors.

CS Disco (DISCO, we, us, or the Company) collects and uses Personal Information for contracting, health and safety, and business-related purposes and to be in legal compliance. Below are the categories of Personal Information we collect and the purposes for which we intend to use this information:

1. **Identity and contact information**, such as your full name, gender, signature, your home address, telephone numbers, email addresses, and emergency contact information.
2. **Educational and professional background**, such as your work history, contracting history, academic and professional qualifications, educational records, references, and interview notes.
3. **Contract engagement details**, such as your title, service dates, and amount of contract or engagement.
4. **Financial information**, such as your banking details and tax information.
5. **Health and safety information**, such as workplace illness and injury information, if required.
6. **Information systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on Company's information systems and networks.
7. **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to a Company office location, when logged in to a Company IT system.

The Company collects your Personal Information to use or disclose as appropriate to:

1. Comply with all applicable laws and regulations.
2. Evaluate independent contractors in deciding to engage in their services.
3. Manage your contracting relationship with us, including for:
 - a. payment administration;
 - b. the creation, maintenance, and security of your online accounts; and
 - c. reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill.
4. Manage and monitor your access to company facilities, equipment, and systems.
5. Conduct internal audits and investigations.
6. Investigate and enforce compliance with and potential breaches of Company policies and procedures.
7. Engage in corporate transactions requiring review of independent contractor records, such as for evaluating potential mergers and acquisitions of the Company.
8. Administer and maintain the Company's operations, including for safety purposes.
9. Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents.

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Effective as of May 14 2021.