

# California Employee and Job Applicant Privacy Notice

This notice explains what information about you Cinemark USA, Inc. (“Cinemark” or “we”) collects, how we use your information, how we protect your information, and your rights regarding your information.

## The Personal Information Cinemark Collects

Cinemark collects and uses personal information for human resources, employment, benefits 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 the information:

- Identifying information, such as your full name, gender, date of birth, and signature
- Demographic data, such as race, ethnic origin, marital status, disability, and veteran or military status
- Contact information, such as your home address, telephone numbers, email addresses, and emergency contact information
- Educational and professional background, such as your work history, academic and professional qualifications, educational records, references, and interview notes
- Employment details, such as your job title, position, hire dates, compensation, performance and disciplinary records, vacation and sick leave records, travel reimbursement requests
- National identifiers such as social security number, passport and visa information, immigration status and documentation, and driver’s license number or other identification card number
- Dependent’s or other individual’s information, such as their full name, address, date of birth, and Social Security numbers
- Financial information, such as banking details, tax information, payroll information, and withholdings
- Information held for health and safety purposes, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information
- Cinemark information systems information, such as your search history, browsing history, login information, and IP addresses on Cinemark’s information systems, networks, and devices
- Video surveillance from CCTV systems

## Cinemark’s Purposes for Using Your Personal Information

We collect personal information to use or disclose as appropriate to:

- Comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.

- Manage your employment relationship with us, including for:
  - onboarding processes
  - timekeeping, payroll, and expense report administration
  - employee benefits administration
  - employee training and development requirements
  - the creation, maintenance, and security of your online employee accounts
  - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill
  - workers' compensation claims management
  - employee job performance, including goals and performance reviews, promotions, discipline, and termination.
- Manage and monitor employee access to company facilities, equipment, and systems.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Cinemark policies and procedures.
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions.
- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain operations, including for safety purposes.
- For client marketing purposes.
- Exercise or defend the legal rights of Cinemark and its employees and affiliates.

### Monitoring Business and Private Use of Cinemark Systems

Cinemark carries out monitoring operations on its information systems and communications systems, including computers, portable devices, telephone, e-mail, voicemail, internet and other communications (collectively, "Cinemark Systems").

Cinemark reserves the right to preserve, collect, search, review, and disclose data; the contents of messages or documents on any medium; or check activity undertaken through Cinemark Systems for the following purposes (this list is not exhaustive):

- To detect, prevent or investigate cyberattacks or other information security incidents, including but not limited to attempts to gain unauthorized access to Cinemark Systems, the introduction of viruses and malware or other violations of the Cinemark's information security policies (websites or communications may be blocked if they are likely to be, or known to be, sources of viruses, malware or other information security vulnerabilities)
- To detect, prevent or investigate corporate espionage and data loss

- To monitor whether the use of Cinemark Systems is legitimate, lawful and compliant with Cinemark policies
- To find lost messages or to retrieve messages lost due to computer failure or when an employee is absent and it is necessary for the business to continue his/her correspondence on its behalf or retrieve correspondence or documents he/she may have received or created during such absence
- To identify and filter spam messages, which may entail accessing email content
- To assist in the investigation of wrongful acts affecting Cinemark or for which it may be liable
- As part of any discovery or disclosure exercise or in relation to any possible litigation or investigation affecting Cinemark
- To protect confidential information and trade and business secrets
- To protect personal information of third parties
- To comply with any legal obligation

The contents of communications and usage information may be disclosed to third parties (including affiliates, regulatory authorities, courts and counterparties in litigation and our or their agents anywhere in the world) where reasonably required by Cinemark and in accordance with applicable data protection law.

Where evidence of misuse is found we may undertake a more detailed investigation, involving the examination and disclosure of any monitoring records and interviewing of witnesses or managers involved. If necessary, such information may be given to law enforcement in connection with a criminal investigation and used by Cinemark in the context of disciplinary actions against any employee, including you, by a court or tribunal.

### Requests Related to Your Personal Information

If you want to review, update, or correct your personal information, request that it be deleted, or if you have questions about it, please contact Cinemark Human Resources via email at [humanresources@cinemark.com](mailto:humanresources@cinemark.com) or by mailing to:

3900 Dallas Parkway  
Plano, Texas 75093  
ATTN: Cinemark Human Resources

### Sharing Your Personal Information

We share your personal information within the Cinemark family of companies as part of our regular reporting activities on company performance, in the context of a business reorganization or group restructuring, for system maintenance support and hosting of data.

We may disclose your personal information to agents and contractors that provide services to us, including insurance and benefits companies, and consultants. We may also send your personal information to companies we have contracted with to operate various information systems or to process certain transactions (e.g., payroll services providers).

We will also take the necessary steps under applicable data protection laws to protect it.

We may share your personal information with regulatory authorities (including tax authorities), government agencies, and parties (including Cinemark's legal or other advisors) in legal proceedings involving Cinemark or third parties with whom Cinemark may collaborate or engage in acquisition transactions.

We may also share your information:

- During emergency situations or where necessary to protect the safety of persons.
- Where the personal information is publicly available.

If a business transfer or change in ownership occurs and the disclosure is necessary to complete the transaction.

### **Changes to this Privacy Notice**

We reserve the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will post it on careers website at <https://careers.cinemark.com> and update the effective date on the notice.

### **Questions and Alternate Format Requests**

If you have any questions about this privacy notice or need to access it in an alternative format due to having a disability, please contact Cinemark Human Resources via email at [humanresources@cinemark.com](mailto:humanresources@cinemark.com) or by mailing to:

3900 Dallas Parkway  
Plano, Texas 75093  
ATTN: Cinemark Human Resources

Effective Date	January 1, 2023
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Policy Approver(s)	Jennifer Bishop, Michael Cavalier
Version	2
Applicable To	California Employees