# **California Employee Privacy Notice**

This notice explains how Cinemark ("*Cinemark*" or "we") its successors, subsidiaries, affiliates, divisions and groups, will protect your personal information.

#### The Personal Information Cinemark Collects

During your employment Cinemark may collect (in both paper and electronic format) and use employment personal information about you. Such personal information may include:

- Personal contact details;
- Date of birth;
- Employment history;
- Employee identification number;
- Government identification numbers such as social security number, driver's license number or other identification card number;
- Salary (including stock compensation) and benefits information (including marital and dependent status as needed to administer benefits);
- Beneficiary and emergency contact information;
- Expense information and travel information;
- Job performance information;
- Information held for health and safety purposes;
- Other information about you that could be deemed sensitive personal information (e.g. race, ethnicity and health under certain data privacy laws);
- Information about your use of Cinemark resources;
- Administrative information such as your bank account number (e.g., for direct deposit);
- Education and training;
- Employment records (including references, work history and proof of work eligibility);
- Travel reimbursement information;
- Information relating to criminal convictions and offenses;
- Information about your use of Cinemark systems, networks and devices; and
- Video surveillance from CCTV systems.

#### Our Purposes for Using Your Personal Information

Cinemark collects this information for business purposes related to your role and function in the company and for human resources management, including:

- Recruitment;
- Performance management;
- Payroll and expense reimbursement;
- Training;
- Business continuity;
- Administration of compensation and benefit programs;
- Facilitating business transactions;
- Complying with health and safety obligations;
- Assessing qualifications for a particular job or task;
- Data relating to leaves of absence, including sickness, to comply with employment law;
- Physical or mental health condition or disability status to ensure employee safety in the workplace and provide appropriate workplace accommodations;
- Race or ethnic origin for work permit purposes;
- Protecting Cinemark, its employees or the public against injury, theft, legal liability, fraud, abuse or other misconduct;
- To ensure network and information security, including preventing unauthorized access to our computer and electronic communications systems and preventing malicious software distribution;
- Proper and appropriate use of Cinemark resources including its IT and Computer systems;
- Gathering evidence in connection with disciplinary action or termination;
- To comply with our legal obligations and in connection with legal claims; and
- We may be required under local labor and other laws (e.g., health and safety, anti-discrimination) to maintain records that can include sensitive personal information, such as government identifiers, information relating to health, maternity or parental leave, pension and retirement.

#### Monitoring Business and Private use of Cinemark Systems

Cinemark carries out monitoring operations on its information systems and communications systems, including computers, portable and other devices, telephone, e-mail, voicemail, Internet and other

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#### 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 the Cinemark policies;
- To find lost messages or to retrieve messages lost due to computer failure or where the 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; and
- 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/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 handed 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.

#### Updates or Requests Related to Your Personal Information

If you want to review and correct your personal information, or if you have questions about it, please contact Human Resources at <u>humanresources@cinemark.com</u>. Please note, your rights vary by jurisdiction, for various legal reasons, we may not be able to comply with your request (e.g., Cinemark may have a legal obligation to retain the data).

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

#### Changes

We reserve the right to amend it from time to time. We encourage you to periodically review this Notice on the Cinemark intranet.

#### Complaints about Our Use of Your Personal Information

If you have a concern or a question about how we have processed your personal information, you should first raise your concern or question with Human Resources at <u>humanresources@cinemark.com</u>. In the event that Human Resources is unable to resolve the concern or question, you may call (800) 461-9330 or contact <u>www.convercent.com</u> for assistance.

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Policy Approver(s)	Michael Cavalier
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