

California Consumer Privacy Act Notice at Collection

Tokyo Ohka Kogyo America, Inc. (“Company”, “we”, or “us”) is collecting your personal information and sensitive personal information to support its business operations, including for the business purposes listed in the chart below. This notice applies to the Company’s activities in California only.

We do not sell personal information. We do not share personal information for the purpose of cross-context behavioral advertising.

To view our full Privacy Policy, visit <https://www.tokamerica.com/wp-content/uploads/2023/10/Website-Privacy-Policy-rev2.pdf>. You may also review and download our Privacy Policy for California Residents by visiting <https://www.tokamerica.com/wp-content/uploads/2023/10/CCPA-Privacy-Policy-rev2.pdf>.

We may collect the personal information and sensitive personal information categories listed in the tables below. The tables also list, for each category, our expected retention period, and use purposes.

Personal Information Category	Retention Period	Business Purpose
<p>Identifiers, such as real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver’s license number, passport number, or other similar identifiers.</p>	<p>The Company does not retain personal information for each disclosed purpose for which the personal information was collected for longer than is reasonably necessary for that purpose or as required by law.</p>	<ul style="list-style-type: none"> • To fulfill or meet the reason you provided the Personal Information. • Recruit and process employment applications, including verifying eligibility for employment and conducting background and related checks. • Conduct employee onboarding. • Maintain and administer payroll and employee benefit plans, including enrollment and claims handling. • Maintain personnel records and complying
<p>California Customer Records personal information, which includes a name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.</p>		

<p>Some personal information included in this category may overlap with other categories.</p>		<p>with record retention requirements.</p> <ul style="list-style-type: none"> • Provide employees with human resources management services and employee data maintenance and support services. • Communicate with employees and their emergency contacts and plan beneficiaries. • Comply with applicable state and federal labor, employment, tax benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws. • Design, implement, and promote the Company's diversity and inclusion programs. • Perform workforce analytics, data analytics, and benchmarking. • Prevent unauthorized access to or use of the Company property, including information systems, electronic devices, network, and data. • Ensure employee productivity and adherence to Company policies.
<p>Protected classification characteristics under California or federal law, such as age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, reproductive health decision-making, military and veteran status, or genetic information (including familial genetic information).</p>		
<p>Professional or employment-related information, such as current or past job history or performance evaluations.</p>		
<p>Non-public education information, which may include education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.</p>		

		<ul style="list-style-type: none">• Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy.• To support, personalize, and develop our website, products, and services.• To process your requests, purchases, transactions, and payments and prevent transactional fraud.• Detecting security incidents, protecting against malicious, deceptive, fraudulent, or illegal activity, and prosecuting those responsible for that activity.• To help maintain the safety, security, and integrity of our website, products and services, databases and other technology assets, and business.• To maintain, improve, upgrade, or enhance our products and services.• To carry out our obligations and enforce our rights arising from any contracts entered between you and us, including billing and collections.• Complying with laws and regulations and to comply with other legal
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		process and law enforcement requirements (including any internal policy based on or reflecting legal or regulatory guidance, codes, or opinions).
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Sensitive personal information is a subtype of personal information consisting of specific information categories. While we collect information that falls within the sensitive personal information categories listed in the table below, the CCPA does not treat this information as sensitive because we do not collect or use it to infer characteristics about a person.

Sensitive Personal Information Category	Retention Period	Business Purpose
Government identifiers , such as your Social Security number, driver’s license, state identification card, or passport number.	The Company does not retain sensitive personal information for each disclosed purpose for which the sensitive personal information was collected for longer than is reasonably necessary for that purpose or as required by law.	<ul style="list-style-type: none"> • To fulfill or meet the reason you provided the Personal Information. • Recruit and process employment applications, including verifying eligibility for employment and conducting background and related checks. • Conduct employee onboarding. • Maintain and administer payroll and employee benefit plans, including enrollment and claims handling. • Maintain personnel records and complying with record retention requirements. • Provide employees with human resources management services and employee data
Complete account access credentials , such as usernames, account numbers, or card numbers combined with required access/security code or password.		
Racial or ethnic origin , religious or philosophical beliefs, or union membership (Only if the employee chooses to disclose this information on the employment application in the EEO section which is fully optional).		
Contents not directed to the Company , including contents of a consumer's mail, email, and text messages unless the business is the intended recipient of the communication.		
Health information (Only if the employee elects to send this		

<p>information in via doctor's note, due to a medical accommodation need, or if they are applying for a form of protected leave related to FMLA).</p>		<p>maintenance and support services.</p> <ul style="list-style-type: none"> • Communicate with employees and their emergency contacts and plan beneficiaries. • Comply with applicable state and federal labor, employment, tax benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws. • Design, implement, and promote the Company's diversity and inclusion programs. • Perform workforce analytics, data analytics, and benchmarking. • Prevent unauthorized access to or use of the Company property, including information systems, electronic devices, network, and data. • Ensure employee productivity and adherence to Company policies. • Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy.
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		<ul style="list-style-type: none">• To support, personalize, and develop our website, products, and services.• To process your requests, purchases, transactions, and payments and prevent transactional fraud.• Detecting security incidents, protecting against malicious, deceptive, fraudulent, or illegal activity, and prosecuting those responsible for that activity.• To help maintain the safety, security, and integrity of our website, products and services, databases and other technology assets, and business.• To maintain, improve, upgrade, or enhance our products and services.• To carry out our obligations and enforce our rights arising from any contracts entered between you and us, including billing and collections.• Complying with laws and regulations and to comply with other legal process and law enforcement requirements (including any internal policy based on or reflecting legal or regulatory
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		guidance, codes, or opinions).
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1. If you have any questions about this Notice at Collection or need to access it in an alternative format due to having a disability, please contact us at privacy@tokamerica.com or toll-free number 1-888-815-2504.

Last Updated September 19, 2023.