

Pre-Use Notice of Collection and Personnel Privacy Policy  
Dated May 1, 2026

This Pre-Use Notice at Collection (the “Notice”) for Cara Casting LLC (the “Company”), describes the Company’s collection and use of Personal Data from candidates and Workers. This Notice supplements any other privacy notices and is not intended to override them. This includes, but is not limited to, any provisions in the Employee Handbook.

For purposes of this Notice,

- “Direct Hire” means an individual who works, or is applying to work, for a client of the Company and that client is a company to which the Company provides services.
- “Internal Employee” means an individual who works, or is applying to work, for the Company in the capacity of a Company employee internally at the Company.
- “Personal Data” means any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, to any individual or a household.
- “Processing” means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- “Temporary Worker” means an individual who works, or is applying to work, for the Company in the capacity of a Company employee whom the Company assigns to work at the Company’s clients.
- “Worker” means a Direct Hire, an Internal Employee, or a Temporary Worker.

#### Categories of Personal Data Collected

The Company collects Personal Data from you during the application process and throughout the scope of your employment with Company or its clients, as applicable. The categories of Personal Data collected may include the following:

- Identification data, such as your name, employee/staff ID, date of birth, nationality, Social Security number or equivalent national identification number;
- Contact details, such as your work and home addresses, telephone numbers, email addresses, and emergency contact details;
- Information about your job, such as job title, category and status, work location, department, employment contract, assigned tasks and projects, weekly hours, supervisor's name, start and end date, and reason for leaving;
- Job qualifications, such as your education, training, certifications, and prior work experience;
- Monitoring information, such as IT systems usage information related to your use of Company equipment, systems, and other resources; and

- Communication details, such as email content, business letter content, business documents, and chat content.

For Internal Employees and Temporary Workers, the Company also may collect additional Personal Data about you, such as:

- Performance and disciplinary information, such as performance reviews, evaluations and ratings, information about disciplinary allegations, the disciplinary process and any disciplinary warnings, details of grievances, and any outcome;
- Information about your compensation and benefits, such as your basic salary, bonus and commission entitlements, insurance benefits (including information about you and your dependents that we provide to the insurer), hours and overtime, tax code, holiday entitlement, accrued salary information, and information relating to your pension;
- Employment Related Documents and Agreements, such as employment agreements, confidentiality agreements, and proprietary rights agreements;
- Payment information, such as your bank details (for payroll and travel reimbursement purposes only) and business travel and entertainment data;
- Health information, as required by law or as necessary to manage the employment agreement, including benefits administration, occupational health, disability accommodation, workers' compensation, and leaves of absence;
- Equal Opportunity Monitoring Data, to the extent voluntarily provided, such as race, ethnicity, skin color, disability, and military veteran information;
- Union membership status, as required by law to ensure benefits, terms of employment, and employment policies comply with the Union's requirements; and
- Termination and Post-Employment Information, such as termination agreements, benefits notices, and unemployment compensations forms.

#### Sources of Personal Information

We collect personal information about you from the following sources:

- Through our sign-up forms, onboarding document and communications with our casting team;
- We receive information from third-party vendors to verify eligibility for specific projects;
- We may receive information from our clients regarding your attendance, project participation, or performance logs; and
- We may collect publicly available information, such as professional profiles (e.g., LinkedIn) or public casting databases.

#### Business Purpose for Use.

The Company uses Personal Data, for all purposes related to the vetting, creation, administration, and termination of Internal Employees' and Temporary Workers' employment

relationship with the Company and for all purposes related to vetting Direct Hires to work at the Company's clients. These purposes include, but are not limited to, the following:

#### For Internal Employees and Temporary Workers

- To administer employee compensation, including, but not limited to, payment of wages and bonuses and income tax withholding and reimbursement of business expenses;
- To administer employee benefits;
- To administer performance appraisals, safety, and travel arrangements;
- To manage and administer pay adjustments or periodic bonuses;
- To administer leaves of absence as required by law or company policy;
- To monitor and enforce compliance with internal policies;
- To provide employee contact information to current and prospective customers;
- To engage in succession planning;
- To prepare headcount reports and other reports related to the workforce of the Company;
- To administer access to the physical facilities of Company;
- To administer training of employees of the Company;
- To comply with mandatory government reporting requirements;
- To provide Help Desk support to employees of the Company; and

If you are a Temporary Employee: to place you with clients by matching your qualifications against the client's staffing needs; to manage and administer the assignment to a client; and to create reports, including reports detailing turnover and retention rates.

#### For All Workers

- For recruitment;
- To assess qualifications of applicants and eligibility to work in the US;
- To administer secure access to Company's IT resources;
- For emergency contact purposes;
- To conduct audits as required by law;
- To resolve issues submitted to the Company's hotline;
- To exercise the Company's rights under applicable law and to support any claim, defense, or declaration in a case or before a jurisdictional and/or administrative authority, arbitration, or mediation panel;
- To meet legal and regulatory requirements including civil discovery in litigation involving the Company or affiliated companies;
- To facilitate administrative functions, including, but not limited to, the management and operation of information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning, and the maintenance of licenses, permits and authorizations applicable to the Company's or Company's customers'/clients' business operations; and
- Equal opportunities monitoring.

Detailed consent for specific data collection (e.g., video/audio capture) may be provided by us on behalf of a client prior to a particular project's commencement. The Company itself does not collect or retain the biometric/video data. The Agency does not have access to, nor does it control, the systems used by any client for such collection.

We collect Personal Data that is defined as "Sensitive Personal Information" under applicable privacy laws, including driver's license, state identification card, passport or other government issued identification card, social security numbers, race or ethnic origin or skin color, citizenship, immigration status, and health information. We use and disclose Sensitive Personal Information only as necessary: (i) to process your request for employment, (ii) provide services and benefits in connection with your employment, (iii) to comply with the law, and (iv) for business purposes reasonably expected within the scope of your employment. For any person under the age of 18, all collected personal information is treated as Sensitive Personal Information under California law.

#### Categories of Third Parties to Whom Information is Disclosed

We disclose your personal information to the following categories of third parties for business purposes:

- Service Providers, including payroll processors, cloud storage providers, IT support and background check vendors who assist in our operations;
- We disclose limited identifiers and professional information to our clients to facilitate your selection and participation in specific projects;
- Professional advisors, including legal counsel, auditors, and insurance providers;
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our asset; and
- If we are required to do so by law, regulation or legal process, such as a subpoena; in response to requests by government entities, such as law enforcement authorities; when we believe disclosure is necessary or appropriate to prevent physical, financial or other harm, injury or loss; or in connection with an investigation of suspected or actual unlawful activity.

#### No Selling / Sharing

The Company does not sell or share the Personal Data of its candidates or Workers or disclose this Personal Data to third parties for cross-context behavioral advertising, and has not done so in the past 12 months. We do share (as defined by California law) Personal Data with our clients solely to facilitate your selection and participation in a project.

#### Your Privacy Rights and How to Exercise Them

Under the California Consumer Privacy Act (CCPA), you have the right to request that we disclose what personal information we collect, use, and disclose, as well as the right to request the deletion or correction of your personal information.

You may submit a request to exercise your rights by emailing [info@caracasting.com](mailto:info@caracasting.com) or calling 310-614-1544. Please include "Privacy Rights Request" in the subject line.

To protect your privacy, we must verify your identity before fulfilling your request. We will match the information provided in your request (such as your name, email, and last four digits of your SSN) against our internal personnel records. If we cannot verify your identity through our records, we may ask you to provide a copy of a government-issued ID. We will only use the information provided in a request to verify your identity and will delete any supplemental verification documents once the request is processed.

Response Timing: We will acknowledge receipt of your request within 10 business days and aim to provide a substantive response within 45 calendar days.

#### Retention

The Company retains Personal Data in accordance with applicable law and no longer than necessary for the purposes for which it was collected, generally the duration of your participation in a project plus seven (7) years to comply with California labor and tax record-keeping requirements.

#### Client Data Collection

This Notice is directed solely to the Company's collection and use of your Personal Data. Clients of the Company may also collect the Personal Data of Direct Hires and Temporary Employees, and any such collection and use by clients shall be governed by the client privacy policies and notice.

#### Security

Please note that despite our reasonable efforts, no security measure is ever perfect or impenetrable, so we cannot guarantee the security of your Personal Data. That said, we do have technical, administrative and physical security measures in place designed to protect your Personal Data from unauthorized access or disclosure and improper use. In addition, we restrict access to your Personal Data to employees who need the Personal Data to perform a specific job (for example, a customer service representative). Employees with access to Personal Data are kept up-to-date on our security and privacy practices. It is important for you to protect against unauthorized access to your password and to your computer. Be sure to close your browser after you have completed your visit to the website or any of our online systems.

#### Children's Privacy

Our website and online services are intended for adult use only and are not directed towards children, minors, or anyone under the age of 18. If you are under the age of 13, you are not authorized to provide us with any Personal Data. If the parent or guardian of a child under 13 believes that the child has provided us with any Personal Data, please contact us at the email address below and ask to have this Personal Data deleted from our files.

While our website is not generally directed to children, the Company does collect personal information of minors under the age of 18 solely for casting and employment purposes with the express consent of a parent or legal guardian

### Changes

We may modify or update this Policy from time to time. We encourage you to revisit this page often to remain fully informed of our Policy or you can contact us at any time to obtain the latest copy of this Policy.

### Questions

If you have any questions or concerns about this Notice, you can submit an email to [Info@caracasting.com](mailto:Info@caracasting.com) or by calling 310-614-1544 and asking to speak to a member of the Human Resources Department.