

Notice for California Residents

This notice describes the categories of personal information collected from current and/or prospective employees by AtriCure (“Company”) and the purposes for which Consumer personal information may be used. We are providing this notice to you in accordance with California Civil Code Sec. 1798.100(b).

This does not mean that all examples of each category of Personal Information will in fact be collected but reflects our good faith belief to the best of our knowledge that types of personal information that fall into that category may be collected from or about our current or prospective employees:

- **Identifiers.**
 - Examples: A 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.
 - Purposes for Which this Personal Information is Used:
 - Collecting and processing employment applications, including confirming eligibility for employment, background and related checks, and onboarding
 - Processing payroll and employee benefit plan and program administration including enrollment and claims handling
 - Mailing holiday presents and publishing employee contact information in a roster
 - Maintaining personnel records and record retention requirements
 - Communicating with employees and/or employees' emergency contacts and plan beneficiaries
 - Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws
 - Preventing unauthorized access to or use of the Company's property, including the Company's information systems, electronic devices, network, and data
 - Ensuring employee productivity and adherence to the Company's policies
 - Investigating complaints, grievances, and suspected violations of Company policy
- **Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).**
 - Examples: 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. Some personal information included in this category may overlap with other categories.
 - Purposes for Which this Personal Information is Used:
 - Collecting and processing employment applications, including confirming eligibility for employment, background and related checks, and onboarding
 - Processing payroll and employee benefit plan and program administration including enrollment and claims handling
 - Mailing holiday presents and publishing employee contact information in a roster
 - Maintaining personnel records and record retention requirements
 - Communicating with employees and/or employees' emergency contacts and plan beneficiaries

- Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws
 - Preventing unauthorized access to or use of the Company's property, including the Company's information systems, electronic devices, network, and data
 - Ensuring employee productivity and adherence to the Company's policies
 - Investigating complaints, grievances, and suspected violations of Company policy
- **Protected classification characteristics under California or federal law.**
 - Examples: 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, veteran or military status.
 - Purposes for Which this Personal Information is Used:
 - Complying with applicable state and federal Equal Employment Opportunity laws.
 - Designing, implementing, and promoting diversity and inclusion programs.
- **Commercial Information.**
 - Examples: Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.
 - Purposes for Which this Information is Used:
 - Processing reimbursements.
 - Preventing transactional fraud on company credit cards and accounts.
- **Biometric Information.**
 - Examples: physiological information or other identifier or identifying information, such as, fingerprints, faceprints, and health and exercise data.
 - Purposes for Which this Information is Used:
 - Improving accuracy of time management systems.
 - Providing benefit plan offerings to promote health and prevent disease.
 - Ensuring the health and safety of AtriCure employees.
- **Internet or other similar network activity.**
 - Examples: Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.
 - Purposes for Which this Information is Used:
 - Facilitating the efficient and secure use of the Company's information systems.
 - Ensuring compliance with Company information systems policies and procedures.
 - Complying with applicable state and federal laws.
 - Preventing unauthorized access to, use, or disclosure/removal of the Company's property, records, data, and information.
 - Enhancing employee productivity.
 - Investigating complaints, grievances, and suspected violations of Company policy.
- **Professional or Employment Related information.**
 - Examples: Current or past job history or performance evaluations.
 - Purposes for Which this Information is Used:
 - Collecting and processing employment applications, including confirming eligibility for employment, background and related checks, and onboarding.
 - Employee benefit plan and program design and administration, including leave of absence administration.

- Maintaining personnel records and complying with record retention requirements.
 - Communicating with employees and/or employees' emergency contacts and plan beneficiaries.
 - Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws.
 - Business management.
 - Ensuring employee productivity and adherence to the Company's policies.
 - Recruiting.
 - Investigating complaints, grievances, and suspected violations of Company policy.
- **Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).**
 - Examples: 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.
 - Purposes for Which this Information is Used:
 - Evaluating an individual's appropriateness for a position at the Company, or promotion to a new position.
 - Verification of employment history.
 - Administration of voluntary tuition reimbursement programs.
- **Inferences drawn from other personal information.**
 - Examples: Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.
 - Purposes for Which this Information is Used:
 - Evaluating an individual's appropriateness for a position at the Company, or promotion to a new position.

To carry out the purposes outlined above, AtriCure may share information with third parties, such as background check vendors, third-party human resources vendors, payroll vendors, plan providers, and information technology vendors, outside legal counsel, and state or federal governmental agencies. The Company may add to the categories of personal information it collects and the purposes it uses personal information. In that case, the Company will inform you.

For more information, please see AtriCure's Privacy Policy for California Residents which can be found on the internet at <https://www.atricure.com/privacy-policy-california-residents>.

Contact Information

If you have any questions or comments about this notice, the ways in which AtriCure collects and uses your information described here, your choices and rights regarding such use, or wish to exercise your rights under California law, or if you are a consumer with a disability and need a copy of this notice in an alternative format, please contact us at:

Phone: 1 (833) 938-2723

Website: <https://www.atricure.com/contact-us-usa>

Email: privacy@atricure.com

Postal Address: AtriCure, Inc.

Attn: Compliance Department

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