California Privacy Rights Act Request Submission Process

The California Privacy Rights Act of 2020 (CPRA) is a consumer privacy rights law that applies to businesses that conduct business in California and meet certain other criteria, and also applies to their service providers. The CPRA, which goes into effect on January 1, 2023, builds upon and expands California's existing consumer privacy law, the California Consumer Privacy Act of 2018 (CCPA), which established a foundation for US consumer privacy rights. If you are a business that is subject to the CPRA and Fidelity Workplace Investing (or any of its affiliates) processes personal information that falls within the scope of the CPRA, Fidelity Workplace Investing and its affiliates will be acting as your “service provider” for purposes of the CPRA.

As your service provider, Fidelity Workplace Investing will comply with its obligations under the CPRA, which include cooperating with employers in responding to verified consumer requests received by employers from plan participants covered by the CPRA. **Please note that Fidelity Workplace Investing will not accept requests directly from plan participants as we expect that plan participants would submit their requests directly to their employer.** However, if you receive a verified consumer request from a plan participant covered by the CPRA, you may request that Fidelity Workplace Investing cooperate with you as it applies to the personal information maintained by Fidelity Workplace Investing by submitting a Service Request through the Plan Sponsor Webstation (PSW) application.

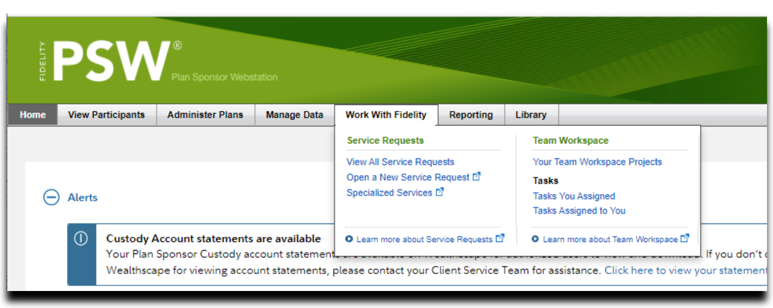
The following are step-by-step instructions to submit a California Privacy Rights Act request.

<u>Instructions for benefit administrators</u>

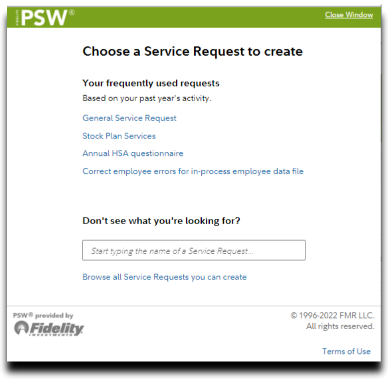
Stock Plan Services administrator instructions on page 3

1. Log into PSW using your User ID and password.

2. Navigate to the **Work with Fidelity** tab in the top menu and select **Open a New Service Request.**



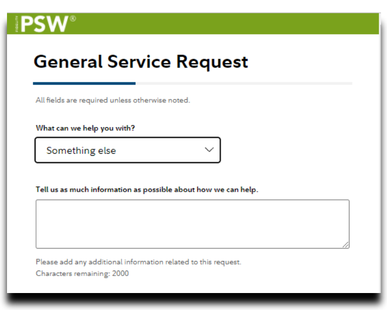
3. On the Choose a Service Request to create page, select **General Service Request**. If you do not see that option, you can type **General Service Request** in the **Don't see what you're looking for?** text box.



4. On the General Service Request form, choose any benefit type and plan number (if applicable) the participant is enrolled. For the **is this about a plan or participant** dropdown, please choose **Participant** and select **1-5 participants**.

5. Search for and add the participant. If your benefit type does not permit adding participants, use the file attachment process to identify the participant.

6. In the **What can we help you with?** dropdown select either **Other or multiple topics** or **Something else**.



7. Specific language is required in the **Tell us as much information as possible about how we can help text** box.
   a. Please identify this as a "**CPRA Request"**
   b. Enter the **date you received** the request from the plan participant
   c. Add **only one** of the following request types:
      i. Right to know personally identifiable information
      ii. Right to access personally identifiable information
      iii. Right to correct personally identifiable information
      iv. Right to delete personally identifiable information
   d. Enter the following language - "I attest that my company has received and verified a CPRA Request from the named employee/participant and that I am authorized to receive personal information on such individual's behalf. I am requesting that Fidelity

Workplace Investing assist me with processing this request as it relates to personal information maintained by Fidelity Workplace Investing.”

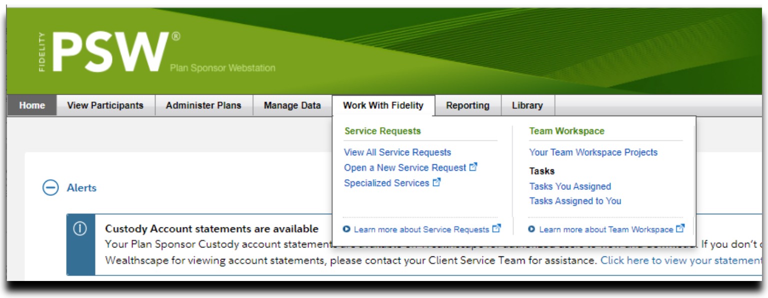
8. Complete the remaining fields and submit the service request.

Stock Plan Services Only administrators

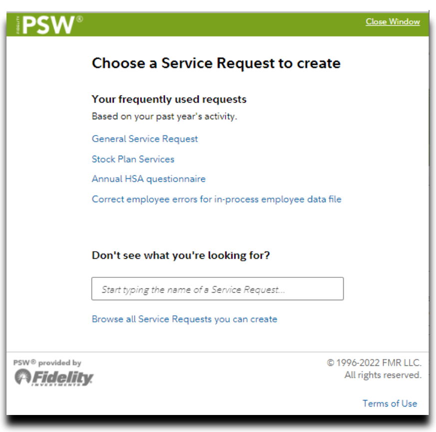
If you are a Stock Plan Services Only administrator:

1. Log into PSW using your User ID and password.

2. Navigate to the **Work with Fidelity** tab and select **Open a New Service Request.**

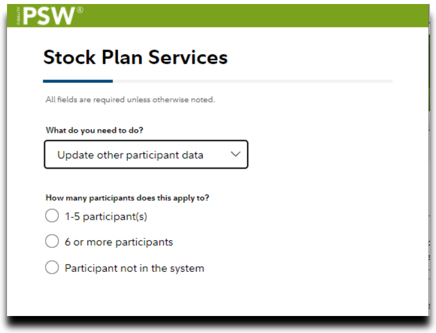


3. On the Choose a Service Request to create page, select **Stock Plan Services** as the service request type. If you do not see that option, you can type **Stock Plan Services** in the **Don’t see what you’re looking for?** text box.



4. On the Stock Plan Services form, choose any plan number the participant is enrolled. Select **Update employment information** in the **What can we help you with?** dropdown.

5. Select **Update other participant data** in the **What do you need to do?** field and choose the **1-5 participant(s)** option.



6. Search for and add the participant.

7. Specific language is required in the **Tell us as much information as possible about how we can help** text box.
    a. Please identify this as **"CPRA request"**
    b. Enter the **date you received** the request from the plan participant
    c. Add **only one** the following request types:
        i. Right to know personally identifiable information
        ii. Right to access personally identifiable information
        iii. Right to correct personally identifiable information
        iv. Right to delete personally identifiable information
    d. Enter the following language - "I attest that my company has received and verified a CPRA Request from the named employee/participant and that I am authorized to receive personal information on such individual's behalf. I am requesting that Fidelity Workplace Investing assist me with processing this request as it relates to personal information maintained by Fidelity Workplace Investing."

8. Complete the remaining fields and submit the service request.

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