



PRIVACY NOTICE AT COLLECTION FOR CALIFORNIA EMPLOYEES AND JOB APPLICANTS

This California Consumer Privacy Act Notice at Collection for California Employees and Job Applicants ("Notice") is adopted and provided by Staffing Network/Quality Placement Authority ("the Company"). This Notice explains how the Company collects, uses, retains, and discloses personal information about California residents. The Notice also explains certain rights that California residents have under the California Consumer Privacy Act, as amended by the California Privacy Rights Act (the "CCPA"). The CCPA gives job applicants and employees the right to know the categories of personal information the Company may collect from them, and how such information is used.

The CCPA only applies to information about residents of California. Therefore, this Notice applies solely to current and future employees of the Company who reside in the state of California, and to job applicants applying for employment with the Company who reside in the state of California. Any terms defined in the CCPA have the same meaning when used in this Notice.

Under the CCPA, "personal information" is information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California resident or household. This information is referred to in this Notice as "Personal Data."

The Categories and Use of the Personal Data the Company Collects

The Company collects and processes Personal Data for human resources, employment, benefit administration, health and safety, business-related purposes, and to be in legal compliance. Below are the categories of Personal Data the Company collects or may collect:

- a. **Personal Identifiers**, such as full name and federal or state issued identification numbers including Social Security number, driver's license number, and passport number.
- b. **Personal Information**, such as contact details (e.g., telephone number and address), financial information (e.g., account number and balance), payment card details (e.g., credit and debit card numbers), and medical and health insurance information.
- c. **Demographic data**, such as race, ethnic origin, marital status, age, disability, and veteran or military status.
- d. **Characteristics of Protected Classes Under State or Federal Law**, such as sex, disability, citizenship, primary language, immigration status and marital status.
- e. **Contact Information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- f. **Dependent's, family members', or other affiliated individual's Information**, such as their full name, address, date of birth, SSN, and health insurance and other benefit policy information.
- g. **National Identifiers**, such as SSN, citizenship, passport and visa information, and immigration status and documentation.
- h. **Biometric Information**, such as information about your physiological, biological, or behavioral characteristics that can be used to identify you. *Examples: an image of your iris, retina, fingerprint, face, hand, palm, vein patterns, and voice recordings for purposes of accurate and effective tracking of hours worked by the employee at certain client companies who should utilize such technology.*

- i. **Educational and professional background**, such as your work history and prior employer, resume, CV, academic and professional qualifications, educational records, references, interview notes, and information from background checks and personnel files.
- j. **Employment Information**, such as your job title, position, hire date, compensation, performance and disciplinary records, vacation and sick leave records, retirement information/planning data, and participation in Company-sponsored programs.
- k. **Financial Information**, such as banking details, tax information, payroll information, and withholdings.
- l. **Health and safety Information**, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance and other benefit policy information.
- m. **Information Systems (IS) Information**, such as your search history, browsing history, login information, and internet protocol (IP) addresses on the Company's information systems and networks.
- n. **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to a Company office location.
- o. **Sensory, visual or surveillance Information**, such as call monitoring/recording and employee headshots.
- p. **Profile or summary** about an employee's or job applicant's preferences, characteristics, attitudes, intelligence, abilities, behavior and performance.

Why The Company Collects Personal Data and How The Company Uses It

The Company collects the Personal Data identified above from employees as appropriate to:

- a. Identify an employee or job applicant personally;
- b. Communicate with employees and job applicants and provide them with information they request from the Company;
- c. Recruit and evaluate job applicants and candidates for employment;
- d. Conduct background checks;
- e. Manage an employee's employment relationship with the Company, including for:
 - hiring and onboarding processes;
 - compensation, timekeeping, payroll, and expense report administration;
 - employee benefits administration;
 - employee training and development;
 - the creation, maintenance, and security of online employee accounts;
 - reaching an employee's emergency contacts when needed, such as when an employee is not reachable or is injured or ill;
 - workers' compensation claims management;
 - employee job performance, including goals and performance reviews, promotions, discipline, and termination;
 - other human resources purposes;
- f. Manage and monitor employee access to the Company facilities, equipment, and systems;
- g. Conduct internal research, audits and workplace investigations;
- h. Investigate and enforce compliance with and potential breaches of Company policies and procedures;
- i. Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company;
- j. Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance;
- k. Perform workforce analytics, data analytics, and benchmarking;
- l. Administer and maintain the Company's operations;
- m. Conduct customer marketing;
- n. Exercise or defend the legal rights of the Company and its employees, customers, contractors and agents;

- o. Fulfill or meet the reason for which the information is provided. For example, if an employee provides the Company with bank account information for the purpose of setting up a direct deposit payment option, the Company will use that information to initiate the electronic transfer of the employee's pay directly to the employee's bank account;
- p. Provide, support, and develop the Company's human resources and personnel functions.
- q. Create, maintain, and secure personnel files;
- r. Provide email alerts, Company event registrations and other notices concerning the Company and your employment or job application with the Company (as applicable);
- s. Carry out the Company's obligations and enforce the Company's rights arising from any contracts entered into between the employee and the Company;
- t. Protect the property or safety of the Company, its customers, or others, as necessary or appropriate.
- u. Respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.
- v. As described to employees or job applicants when collecting their Personal Data.

Disclosure to Third Parties

The Company discloses your Personal Data with its clients and service providers to the extent necessary for workforce management, to facilitate the employee job placement and job retention, and to administer employee benefits, including for payment of wages, tax processing, and health insurance, and in connection with its human resource activities. The Company will implement administrative, technical, and physical safeguards for biometric data that are at least as stringent as the safeguards which the Company has implemented for its other confidential information. The Company also discloses your information when required to by local, state, or federal law or municipal ordinance.

Sales and Sharing of Personal Data

Under the CCPA, selling and sharing have special meanings. The CCPA defines a "sale" as the disclosure of Personal Data for monetary or other valuable consideration. Under the CCPA, "sharing" refers specifically to sharing for cross-context behavioral advertising, which is the targeting of advertising to a consumer based on the consumer's personal information obtained from the consumer's online activity across numerous websites.

The Company does not sell Personal Data and has not done so in the past twelve (12) months.

The Company does not share Personal Data with outside companies for cross-context behavioral advertising and has not done so in the past twelve (12) months.

Requests Under the CCPA

If you are a California resident, you have the right to request that the Company:

1. Disclose to you the following information covering the 12-month period prior to your request ("Request to know"):
 - a. The categories of Personal Data we collected about you and the categories of sources from which we collected the Personal Data;
 - b. The business or commercial purpose for collecting Personal Data about you;
 - c. The categories of third parties to whom we disclosed Personal Data about you, and the categories of Personal Data disclosed; and
 - d. The specific pieces of Personal Data we collected about you;
2. Delete Personal Data we collected from you ("Request to Delete").
3. Correct inaccurate personal information that we maintain about you ("Request to Correct").

In addition, you have the right to be free from discrimination by a business for exercising your CCPA privacy rights, including the right as an employee, applicant, or independent contractor not to be retaliated against for exercising your CCPA privacy rights.

How to Make Requests and How the Company Responds to Requests

If you are a California resident, you can make a Request to Know, Delete, or Correct by: emailing HR@sngpa.com or calling the Company at [1\(888\)-364-8010](tel:1(888)-364-8010).

When you make a Request to Know, Delete, or Correct, the Company will attempt to verify that you are who you say you are. For example, the Company will attempt to match information that you provide in making your Request with other sources of similar information to reasonably verify identity.

Much, if not all, of the Personal Data that the Company collects, uses, and discloses is necessary for workforce management, to facilitate the employee job placement and job retention, and/or to administer employee benefits, including for payment of wages, tax processing, and health insurance, and in connection with its human resource activities. As a result, the Company may decline all, or part of your Request related to Personal Data that is required for these purposes. This means that the Company may not delete or correct some, or all, of this Personal Data when you make a Request to Delete or Correct. Furthermore, the Company will not delete Personal Data when it is necessary to maintain that Personal Data to comply with a legal obligation. Finally, Personal Data may be exempt from, or outside the scope of, a Request to Know, Delete, or Correct when other privacy and data protection laws apply to the Personal Data (for example, the Gramm-Leach-Bliley Act or the Health Insurance Portability and Accountability Act.)

How to Request More Information

If you have any questions about this Notice, need to access this Notice in an alternative format due to having a disability, or if you would like to make a request to view or delete certain information collected about you, please email HR@sngpa.com or call the Company at [1\(888\)-364-8010](tel:1(888)-364-8010).

Employee Name (print)