

# Consumer Privacy Act Notice

Please Print

This notice explains what types of personal information may be collected by our Company from our employees and applicants. It also provides details about how that information may be used. If you have any questions about or need further information concerning the personal information we collect and how it is used, please contact \_\_\_\_\_.

## Information We Collect

As your employer, we collect information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household ("personal information"). In particular, we collect the following categories of personal information from consumers, which includes employees and applicants:

Category	Examples	Collected
<b>A. Identifiers</b>	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.	<input checked="" type="checkbox"/>
<b>B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code §1798.80)</b>	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.	<input checked="" type="checkbox"/>
<b>C. Protected classification characteristics under California or federal law</b>	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, genetic information (including familial genetic information).	<input checked="" type="checkbox"/>
<b>D. Commercial information</b>	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	<input type="checkbox"/>
<b>E. Biometric information</b>	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	<input type="checkbox"/>
<b>F. Internet or other similar network activity</b>	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.	<input type="checkbox"/>
<b>G. Geolocation data</b>	Physical location or movements.	<input type="checkbox"/>
<b>H. Sensory data</b>	Audio, electronic, visual, thermal, olfactory, or similar information.	<input type="checkbox"/>
<b>I. Professional or employment – related information</b>	Current or past job history or performance evaluations.	<input checked="" type="checkbox"/>
<b>J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99))</b>	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.	<input checked="" type="checkbox"/>
<b>K. Inferences drawn from other personal information</b>	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	<input checked="" type="checkbox"/>

## Use of Personal Information

**We may use the personal information we collect for one or more of the following business purposes:**

- To comply with state and federal law requiring employers to maintain certain records
- To effectively process payroll
- To administer and maintain group health insurance benefits, 401K and or retirement plans
- To process applications from prospective employees
- To manage employee performance of their job duties

We will not collect additional categories of personal information or use the personal information we collect for materially different, unrelated, or incompatible purposes without providing you notice.



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