

CCPA EMPLOYEE NOTICE of COLLECTION

The Company (“Company,” “we,” “us,” or “our”) provides this Privacy Notice for California Consumers (Employees) (the “CCPA Employee Notice of Collection”) to supplement the information contained in the Company Privacy Policy. This CCPA Employee Privacy Notice sets forth our privacy practices as required by the California Consumer Privacy Act of 2018 (“CCPA”).

The CCPA Employee Privacy Notice applies only to individuals residing in the State of California who are considered “Consumers” under the CCPA and from whom we collect “Personal Information” as described in the CCPA (“Consumers”). We provide you this notice because under the CCPA, California Residents who are job applicants, employees, or contractors of a Business qualify as Consumers. For purposes of this CCPA Employee Privacy Notice, when we refer to Consumers, we mean you to the extent you are a California employee, employee applicant, or contractor.

Categories of Information	Examples of Information Collected	How do we use it?
A. Identifiers.	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, or passport number.	Manage and document your employment with us and employment related actions; Maintain your employee information in company directories; Maintain emergency contact and beneficiary details; Administer employee engagement; Use corporate communication tools such as video conferencing; Administer occupational safety and health programs; Protect the safety and security of our workforce, guests, property, and assets including monitoring activities in our facilities and activity using our computers, devices, networks, communications and other assets and resources; Detect security incidents and other fraudulent activity; Investigate and respond to claims; comply with applicable laws (e.g. health and safety, employment laws); and Use in ways we have told you about for our business activities.
B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).	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, medical information, or health insurance information.	Manage and document your employment with us and employment related actions, such as requests for reasonable accommodations related to disability or religion; Maintain emergency contact and beneficiary details; Comply with applicable laws (e.g. health and safety, employment laws); and Use in ways we have told you about for our business activities.
C. Protected classification characteristics under California or federal law.	Age, race, color, 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 for same sex benefits, veteran or military status.	Reimbursement of expenses.
D. Commercial information.	Records of Personal Property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies	Record time, such as clocking-in and clocking-out, and obtain access to certain Company systems, structures and facilities.
E. Biometric information.	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.	

F. Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application.	Protect the safety and security of our workforce, guests, property, and assets including monitoring activities in our facilities and activity using our computers, devices, networks, communications and other assets and resources; Detect and investigate incidents and other fraudulent activity; Use in ways we have told you about for our business activities.
G. Geolocation data.	Physical location or movements, such as tracking building and office entry.	Protect the safety and security of our workforce, guests, property, and assets including monitoring activities in our facilities and activity using our computers, devices, networks, communications and other assets and resources; Detect and investigate incidents and other fraudulent activity; Use in ways we have told you about for our business activities.
H. Sensory data.	Audio, electronic, visual, thermal, olfactory, or similar information, such as voicemail greetings and messages.	Maintain your employee information in company directories; Use corporate communication tools such as video conferencing; Use in ways we have told you about for our business activities.
I. Professional or employment-related information.	Current or past job history or performance evaluations.	Manage and document your employment with us and employment related actions; Maintain your employee information in company directories.
J. Education information, as defined by the Family Educational Rights and Privacy Act	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades or transcripts.	Manage student intern programs or minor work programs.
K. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, predispositions, behavior, attitudes, or abilities.	Manage and document your employment with us and employment related actions; Maintain your employee information in company directories; Administer employee engagement programs including online surveys; Use in ways we have told you about for our business activities.

The Company obtains the categories of Personal Information listed above from the following categories of sources.

- Directly from you. For example, from forms you complete or services we provide you.
- Indirectly from you. For example, from observing your actions on our security cameras or from information your computer or mobile device transmits when interacting with our website or mobile applications, among other things.
- Third parties, including recruiters who submit your information to us for an employment position that may interest you and consumer reporting agencies for employment background checks.

The Company reserves the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will make a copy available to you.

Contact Us	Call the IS Help Desk at #877-515-2525 with questions regarding this Notice
------------	---