



## **Privacy Notice to Job Applicants and Employees**

In compliance with California law, we want to advise you of the information that we collect in connection with your job application or employment, and how we use that information.

The categories of information we collect may include:

- Personal identification information, including name, mailing address, email address, phone number, Social Security number, and driver's license or passport
- Personal characteristics, including family and health information, marital status, disabilities, and current health condition including body temperature
- Your training, skills, and abilities, including education, prior work experience, and licenses or permits you hold
- Biometric data, including facial features and fingerprints

All information submitted to our company will be subject to our employee privacy policy.

We will use the information you submit in the following ways, some of which will apply only if we employ you:

- To evaluate your application
- To administer benefits
- To process payroll and other payments
- To conduct performance reviews
- To monitor compliance with work-related licenses and credentials
- To assist you in case of emergency
- To ensure a safe and productive work environment
- To comply with the law

We will not sell any information you provide to us. We may share this information, on a confidential basis, solely in order to provide services to you, such as payroll processing and administration of benefits.

The Company will retain your personal information for as long as you are employed, and for three years thereafter, as required by California law. You have the right to request that we delete personal information collected from you, although we will retain information when it is necessary to comply with a legal obligation or as otherwise authorized under applicable law.

If you have any questions about this policy, please contact us at 951-341-2242.



## **California Consumer Privacy Protection Act**

The Company complies with the California Consumer Privacy Act. As such, we want to remind you again of the information that we collect in connection with your employment, and how we use that information.

The categories of information we collect may include:

- Personal identification and contact information, including among others, your name, mailing address, email address, phone number, Social Security number, driver's license or passport.
- Information related to relevant third parties, including emergency contact information, beneficiary information, and banking or wire transfer information.
- Subject to legal compliance, personal characteristics necessary to process your employment status, emergency contacts and medical benefits, including family and health information, marital status, disabilities, and current health conditions.
- Your training, skills, and abilities, including education, prior work experience, and licenses or permits you hold.

We will use the information we collect in the following ways:

- To evaluate your application for employment and to process your onboarding once hired;
- To administer benefits;
- To process payroll and other payments, monitor pay changes, and ensure proper taxes, deductions and withholdings;
- To conduct performance reviews, document promotions/demotions, and to administer discipline as needed;
- To ensure a safe and productive work environment, including monitoring time off work and leaves of absence;
- To monitor compliance with work-related licenses and credentials;
- To assist you in case of emergency;
- To comply with the law.

The information we collect is securely stored with ADP, as well as in your personnel file, and associated tools and databases. If you have any questions about this policy, or you would like to inquire about the information that we collect and maintain in regard to your employment, please contact The Human Resources Department or call (951) 341-2242.