

# JACOBSON

## Collection and Use of Personal Information of Employees/Applicants/Candidates/Contractors

“Personal Information” means 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 does not include any information exempted from scope of the California Consumer Privacy Act or its definition of personal information. When you apply for, are considered for, or are hired or retained as an employee or contractor, we collect various Personal Information. Below is a list of the categories of Personal Information that we collect about our employees, job applicants, contractors, and candidates and the business or commercial purposes for which each category will be used.

Category of California Personal Information	Business or Commercial Purpose for Collection and Use
<p><b>Identifiers</b></p> <p>Examples: real name; alias; postal address; telephone numbers; unique personal identifier; online identifier; Internet Protocol Address; email address; account name, social security number, driver’s license number, passport number and other similar identifiers.</p>	<ul style="list-style-type: none"><li>• Manage all aspects of an employee’s employment relationship, including, but not limited to the establishment, maintenance, and termination of employment relationships. Activities related to this include: determining eligibility for initial employment, including the verification of references and qualifications; pay and benefit administration; the issuance and management of stock options and restricted stock units; corporate travel and other reimbursable expenses; development and training; absence monitoring; project management; auditing, compliance, and risk management activities; conflict of interest reporting; employee communications; performance evaluation; disciplinary actions; grievance and internal investigation activities; career management, including the assessment of qualifications for a particular job or task; processing employee work-related claims (e.g., worker compensation, insurance claims); succession planning; relocation assistance; obtaining and maintaining insurance; the provision of employee related services; and other general operations, administrative, financial, and human resources related purposes.</li><li>• Manage all aspects of a contractor’s contractual relationship including, but not limited to the establishment, maintenance, and termination of independent contractor relationships. Examples of activities related to this include: determining eligibility for contractual work, including the verification of references and qualifications; pay and benefit administration; corporate travel and other reimbursable</li></ul>

	<p>expenses; development and training; absence monitoring; project management; auditing, compliance, and risk management activities; conflict of interest reporting; communications; performance evaluation; disciplinary actions; grievance and internal investigation activities; career management, including the assessment of qualifications for a particular job or task; processing work-related claims (e.g., worker compensation, insurance claims); succession planning; relocation assistance; obtaining and maintaining insurance; the provision of contractor-related services; and other general operations, administrative, financial, and human resources related purposes.</p> <ul style="list-style-type: none"> <li>• Assist you with obtaining an immigration visa or work permit where required.</li> <li>• For use in video conferencing.</li> <li>• Maintain directories of employees.</li> <li>• For employee engagement programs, including surveys.</li> <li>• Administer our occupational safety and health programs.</li> <li>• To protect the safety and security of our workforce, guests, property, and assets (including controlling and facilitating access to and monitoring activity on and in our premises and activity using our computers, devices, networks, communications and other assets and resources).</li> <li>• Investigate and respond to claims against us.</li> <li>• Maintain emergency contact and beneficiary details.</li> <li>• Comply with applicable laws (e.g. health and safety, employment laws, office of foreign asset controls regulations, tax laws), including judicial or administrative orders regarding individual employees (e.g., garnishments, child support payments).</li> <li>• Carry out any additional purposes that we advise you of (if applicable law requires your express consent for such additional use or disclosure we will obtain it from you).</li> <li>• Carry out other purposes as part of our business activities when reasonably required by us.</li> <li>• Conduct audits, security and fraud monitoring and prevention.</li> <li>• Provide you with job alerts and otherwise notify you of available positions.</li> <li>• Operate and expand our business activities.</li> <li>• Allow access to your online job applicant account.</li> </ul>
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**Any categories of personal information described in subdivision (e) of Section 1798.80**

Examples: 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.

- Manage all aspects of an employee's employment relationship, including, but not limited to the establishment, maintenance, and termination of employment relationships. Activities related to this include: determining eligibility for initial employment, including the verification of references and qualifications; pay, bonus, and benefit administration; the issuance and management of stock options and restricted stock units; corporate travel and other reimbursable expenses; development and training; absence monitoring; project management; auditing, compliance, and risk management activities; conflict of interest reporting; employee communications; performance evaluation; disciplinary actions; grievance and internal investigation activities; career management, including the assessment of qualifications for a particular job or task; processing employee work-related claims (e.g., worker compensation, insurance claims); succession planning; relocation assistance; obtaining and maintaining insurance; the provision of employee related services; and other general operations, administrative, financial, and human resources related purposes.
- Manage all aspects of a contractor's contractual relationship including, but not limited to the establishment, maintenance, and termination of independent contractor relationships. Examples of activities related to this include: determining eligibility for contractual work, including the verification of references and qualifications; pay, bonus, and benefit administration; corporate travel and other reimbursable expenses; development and training; absence monitoring; project management; auditing, compliance, and risk management activities; conflict of interest reporting; communications; performance evaluation; disciplinary actions; grievance and internal investigation activities; career management, including the assessment of qualifications for a particular job or task; processing work-related claims (e.g., worker compensation, insurance claims); succession planning; relocation assistance; obtaining and maintaining insurance; the provision of contractor-related services; and other general operations, administrative, financial, and human resources related purposes.
- Assist you with obtaining an immigration visa or work permit where required.
- For use in video conferencing.

	<ul style="list-style-type: none"> <li>• Maintain directories of employees.</li> <li>• For employee engagement programs, including surveys.</li> <li>• Administer our occupational safety and health programs.</li> <li>• To protect the safety and security of our workforce, guests, property, and assets (including controlling and facilitating access to and monitoring activity on and in our premises and activity using our computers, devices, networks, communications and other assets and resources).</li> <li>• Investigate and respond to claims against us.</li> <li>• Maintain emergency contact and beneficiary details.</li> <li>• Comply with applicable laws (e.g. health and safety, employment laws, office of foreign asset controls regulations, tax laws), including judicial or administrative orders regarding individual employees (e.g., garnishments, child support payments).</li> <li>• Carry out any additional purposes that we advise you of (if applicable law requires your express consent for such additional use or disclosure we will obtain it from you).</li> <li>• Carry out other purposes as part of our business activities when reasonably required by us.</li> <li>• Conduct audits, security and fraud monitoring and prevention.</li> <li>• Provide you with job alerts and otherwise notify you of available positions.</li> <li>• Operate and expand our business activities.</li> <li>• Allow access to your online job applicant account.</li> </ul>
<p><b>Protected classification characteristics under California or federal law.</b></p> <p>Examples: 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).</p>	<ul style="list-style-type: none"> <li>• Pay and benefit administration.</li> <li>• Manage grievance and internal investigation activities.</li> <li>• Process employee work-related claims (e.g., worker compensation, insurance claims).</li> <li>• Process requests for a leave.</li> <li>• Process requests for an accommodation for a disability.</li> <li>• Obtain and maintain insurance.</li> <li>• Auditing, compliance, and risk management activities.</li> <li>• Investigating and implementing disciplinary actions.</li> <li>• General operations, administrative, financial, and human resources related purposes.</li> <li>• Investigate and respond to claims against us.</li> <li>• Assist you with obtaining an immigration visa or work permit where required.</li> <li>• Comply with applicable laws (e.g. health and safety, employment laws, office of foreign asset controls</li> </ul>

	<p>regulations, tax laws), including judicial or administrative orders regarding individual employees (e.g., garnishments, child support payments).</p> <ul style="list-style-type: none"> <li>• Maintain directories of employees.</li> <li>• For employee engagement programs, including surveys.</li> <li>• Carry out any additional purposes that we advise you of (if applicable law requires your express consent for such additional use or disclosure we will obtain it from you).</li> <li>• Maintain emergency contact and beneficiary details.</li> </ul>
<p><b>Internet or other electronic network activity information</b></p> <p>Examples: browsing history; search history; and information regarding a consumer’s interaction with an Internet Web site, application, or advertisement.</p>	<ul style="list-style-type: none"> <li>• Customize the content or functionality of Website to your preferences.</li> <li>• Present offers tailored to your interests.</li> <li>• Tailor the marketing communications and promotional offers we send to you.</li> <li>• Analyze our data.</li> <li>• Conduct audits, security and fraud monitoring and prevention.</li> <li>• Assist us with enhancing, improving or modifying our Services.</li> <li>• Diagnose server problems.</li> <li>• Administer our Services online.</li> <li>• Identify usage trends.</li> <li>• Determine the effectiveness of our advertising and marketing campaigns.</li> </ul>
<p><b>Geolocation data:</b></p> <p>Examples: the geographic location (latitude and longitude) of an Internet-connected device such as a cell phone, tablet or computer or any other device connected to the internet and used to visit our Websites or use our Software.</p>	<ul style="list-style-type: none"> <li>• Customize the content or functionality of Website to your preferences.</li> <li>• Analyze our data.</li> <li>• Conduct audits, security and fraud monitoring and prevention.</li> <li>• Assist us with enhancing, improving or modifying our Services.</li> <li>• Administer our Services online.</li> <li>• Identify usage trends.</li> <li>• Determine the effectiveness of our advertising and marketing campaigns.</li> </ul>
<p><b>Professional or employment-related information.</b></p> <p>Examples: Current or past job history or performance evaluations.</p>	<ul style="list-style-type: none"> <li>• Determine eligibility for initial employment, including the verification of references and qualifications.</li> <li>• Pay, bonus, and benefit administration.</li> <li>• Determine eligibility for bonuses or other performance-based awards.</li> <li>• To assist with development and training.</li> <li>• Auditing, compliance, and risk management activities.</li> <li>• Career management, including the assessment of qualifications for a particular job or task.</li> </ul>

	<ul style="list-style-type: none"> <li>• Issuance and management of stock options and restricted stock units.</li> <li>• Absence monitoring.</li> <li>• Project management.</li> <li>• Employee communications.</li> <li>• Performance evaluation.</li> <li>• Disciplinary actions.</li> <li>• Grievance and internal investigation activities.</li> <li>• Processing employee work-related claims (e.g., worker compensation, insurance claims).</li> <li>• Succession planning.</li> <li>• Maintain directories of employees.</li> <li>• For employee engagement programs, including surveys.</li> <li>• Provision of employee related services; and other general operations, administrative, financial, and human resources related purposes.</li> <li>• Maintain directories of employees.</li> <li>• For employee engagement programs, including surveys.</li> <li>• To protect the safety and security of our workforce, guests, property, and assets (including controlling and facilitating access to and monitoring activity on and in our premises and activity using our computers, devices, networks, communications and other assets and resources).</li> <li>• Investigate and respond to claims against us.</li> <li>• Comply with applicable laws (e.g. health and safety, employment laws, office of foreign asset controls regulations, tax laws), including judicial or administrative orders regarding individual employees (e.g., garnishments, child support payments).</li> <li>• Carry out any additional purposes that we advise you of (if applicable law requires your express consent for such additional use or disclosure we will obtain it from you).</li> <li>• Carry out other purposes as part of our business activities when reasonably required by us.</li> <li>• Conduct audits, security and fraud monitoring and prevention.</li> </ul>
<p><b>Inferences drawn from other personal information.</b></p> <p>Examples: Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.</p>	<ul style="list-style-type: none"> <li>• Determine eligibility for initial employment, including the verification of references and qualifications.</li> <li>• Determine eligibility for bonuses or other performance-based awards.</li> <li>• Administer bonuses or other performance-based awards.</li> <li>• To assist with development and training.</li> </ul>

	<ul style="list-style-type: none"> <li>• Auditing, compliance, and risk management activities.</li> <li>• Career management, including the assessment of qualifications for a particular job or task.</li> <li>• Absence monitoring.</li> <li>• Project management.</li> <li>• Employee communications.</li> <li>• Performance evaluation.</li> <li>• Disciplinary actions.</li> <li>• Grievance and internal investigation activities.</li> <li>• Processing employee work-related claims (e.g., worker compensation, insurance claims).</li> <li>• Succession planning.</li> <li>• Maintain directories of employees.</li> <li>• For employee engagement programs, including surveys.</li> <li>• Provision of employee related services; and other general operations, administrative, financial, and human resources related purposes.</li> <li>• Maintain directories of employees.</li> <li>• For employee engagement programs, including surveys.</li> <li>• To protect the safety and security of our workforce, guests, property, and assets (including controlling and facilitating access to and monitoring activity on and in our premises and activity using our computers, devices, networks, communications and other assets and resources).</li> <li>• Investigate and respond to claims against us.</li> <li>• Comply with applicable laws (e.g. health and safety, employment laws, office of foreign asset controls regulations, tax laws), including judicial or administrative orders regarding individual employees (e.g., garnishments, child support payments).</li> <li>• Carry out any additional purposes that we advise you of (if applicable law requires your express consent for such additional use or disclosure we will obtain it from you).</li> <li>• Carry out other purposes as part of our business activities when reasonably required by us.</li> </ul>
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