

## CCPA Privacy Notice at Collection for Employees and Applicants

This Privacy Notice is made available pursuant to the California Consumer Privacy Act (CCPA).

Please review this notice carefully, as it applies to the personal information we collect about you solely in your capacity as an applicant, job candidate, employee, or former employee of APR Consulting Inc. (the "Company").

Under the CCPA, personal information includes information that identifies and describes who you are; as well as information that relates to, is capable of being associated with, or could reasonably be linked to you, one of your devices and/or a member of your household. In this Notice, we refer to the information subject to the CCPA as "Employee Personal Information."

You have the right to receive information on APR Consulting's privacy practices, including why we collect Employee Personal Information, from whom it is collected and for what purpose.

APR Consulting collects and uses Employee Personal Information for human resources, employment, benefits administration, health and safety, and business-related purposes and to be in compliance with applicable statutes and regulations. Below are the categories of Employee Personal Information we collect and the purposes for which we intend to use this information.

APR Consulting collects the below information:

- **Identifying information**, such as your full name, gender, date of birth, and signature.
- **Demographic data**, such as race, ethnic origin, marital status, sexual orientation, disability, and veteran or military status.
- **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- **Dependent's or other individual's information**, such as their full name, address, date of birth, and Social Security numbers (SSN).
- **National identifiers**, such as SSN, passport and visa information, and immigration status and documentation.
- **Educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
- **Employment details**, such as your job title, position, hire dates, union membership, compensation, performance and disciplinary records, and vacation and sick leave records.
- **Financial information**, such as banking details, tax information, payroll information, and withholdings.
- **Health and Safety information**, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information.
- **Information Systems (IS) information**, such as your login credentials and information, search history, browsing history, and IP addresses on APR Consulting's information systems and networks.

- **Sensory or surveillance information**, such as COVID-19 related temperature checks and call monitoring and video surveillance.
- **Profile** or summary about an applicant or employee's preferences, characteristics, attitudes, philosophical or religious beliefs, intelligence, abilities, and aptitudes.

APR Consulting collects Employee Personal Information to use or disclose as appropriate to:

- Comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with us, including for:
  - onboarding processes;
  - timekeeping, payroll, and expense report administration;
  - employee benefits administration;
  - employee training and development requirements;
  - the creation, maintenance, and security of your online employee accounts;
  - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
  - workers' compensation claims management;
  - employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
  - other human resources purposes.
- Manage and monitor employee access to company facilities, equipment, and systems.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Company policies and procedures.
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of APR Consulting.
- Maintain commercial insurance policies and coverages, including workers' compensation and other liability insurance.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain APR Consulting's operations, including for safety purposes.
- For client marketing purposes.
- Exercise or defend the legal rights of APR Consulting and its employees, affiliates, customers, contractors, and or agents.

APR Consulting does not use sensitive personal information, such as Social Security number; driver's license number; racial or ethnic origin; religious or philosophical beliefs; union membership; personal mail, email, and text messages; precise geolocation; biometric information for the purpose of unique

identification; and personal information collected and analyzed concerning an individual's health to infer personal characteristics, but instead uses such information to perform the functions listed above on behalf of APR Consulting.

APR Consulting collects Employee Personal Information by:

- The applicant or job candidate themselves. Either in person, by telephone, or email, or through systems that facilitate the collection of information from you (e.g., the online administrative systems for employment applications, benefits, 401(k), and more).
- From publicly accessible sources (e.g., court records, social media sites, social networking sites).
- Directly from a third party (e.g., job boards, recruiters, screening providers, credit reporting agencies, or customer due diligence providers).
- Indirect or passive sources (e.g., cookies on our Sites; our IT systems; building security systems).

APR Consulting may share Employee Personal Information with:

- Service providers APR Consulting uses to help deliver benefits and services related to your prospective or actual employment, such as identity verification providers, payment service providers, time and attendance programs, benefits programs, and more.
- Third parties approved by you (e.g., your legal counsel, assessment and background check providers, and others).
- Law enforcement, government entities and pursuant to legal process where required by law.

APR Consulting protects Employee Personal Information:

APR Consulting stores personal information using industry standard, reasonable and technically feasible physical, technical and administrative safeguards against foreseeable risks, such as unauthorized access.

Please be aware that the Websites and data storage are run on software, hardware and networks, any component of which may, from time to time, require maintenance or experience problems or breaches of security beyond APR Consulting's control. APR Consulting is not responsible for the acts and omissions of any third parties.

APR Consulting cannot guarantee the security of the information on and sent from the Websites. No transmission of data over the internet is guaranteed to be completely secure. It may be possible for third parties not under the control of APR Consulting to intercept or access transmissions or private communications unlawfully. While we strive to protect your personal information, neither APR Consulting nor any of our Service Providers can ensure or warrant the security of any information you transmit to us over the internet. Any such transmission is done at your own risk.

Retention and Sharing of Employee Personal Information:

APR Consulting will not sell the personal information we collect and will not share information with third parties for the purpose of cross-context behavioral marketing.

<b>Personal Information Category</b>	<b>Retention Period</b>
Identifying Information	At least 10 years
Demographic Data	At least 10 years
Contact Information	At least 10 years
Dependent's or Other Individual's Information	At least 10 years
National Identifiers	At least 10 years
Educational and Professional Background	At least 10 years
Employment Details	At least 10 years
Financial Information	At least 10 years
Health and Safety Information	At least 10 years
Information Systems Information	At least 10 years
Biometric Information	At least 10 years
Geolocation Data	At least 10 years
Sensory or Surveillance Information	At least 10 years
Profile or Summary	At least 10 years

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact our team at 909-396-5375 or email us at [hrgroup@aprconsulting.com](mailto:hrgroup@aprconsulting.com)