

**NOTICE****YOUR CALIFORNIA PRIVACY RIGHTS**

This section applies to any of our employees, contractors, job applicants, and prospective employees who are California residents and about whom we have collected personal information in the course of your employment or application for employment with us (collectively, “you”).

For purposes of this section, “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 California resident or household. Personal information does not include publicly available information or information that has been de-identified.

A. The Information We Collect

We may collect the following categories of personal information about you:

Identifiers, which include first and last name of you or members of your household; home or other mailing or billing addresses; personal email address; telephone numbers; driver’s license information; emergency contact details; social security number; bank account, credit, and debit card numbers; government-issued identification number and related information; personnel number; and other account or user identification information;

Category: Identifiers	Collect about applicant	Collect about employee
Name	Yes	Yes
Address	Yes	Yes
Personal Email	Yes	Yes
Phone number	Yes	Yes
Driver’s license	Only if they are applying for a job that requires driving	Yes if they are in a job that requires driving.
Emergency contacts	No	Yes
Social security number	No	Yes
Bank account number	No	Yes (for direct deposit)
Credit or debit card number	No	Yes (if has a corporate credit card)
Gov’t issued ID number	No	Yes
Personnel number	No	Yes
Other account or user information number	No	No

Professional or employment-related information, which includes company/business unit ; compensation and benefits data; employment contract information; disciplinary action; employment dates, and reason for termination; expense details; hours of work; job application; job title and manager name; office location; performance rating; previous work history; professional memberships; information about references or background check references; travel details; and workers compensation claim information;

Category: Professional or employment-related information	Collect about applicant	Collect about Employee
Company/business unit	Yes, for prior jobs	Yes
Compensation and benefits data	No	Yes
Employment contract info	No	Yes

Disciplinary action	No	Yes
Employment dates and reason for termination	Yes	Yes
Expense details	No	Yes
Hours of work	Yes	Yes
Job application	Yes	Yes
Job title and manager name	Yes for prior jobs	Yes
Office location	Yes for prior jobs	Yes
Performance rating	No	Yes
Previous work history	Yes	Yes
Professional memberships	Yes	Yes
Info about references or background check references	Yes	Yes
Travel details	No	Yes
Workers compensation claim information	No	Yes

Education information, which includes academic transcripts; education and training history; educational degrees; grades; languages; and qualifications and certifications;

- We collect this information for both applicants and employees.

Information relating to Internet activity or other electronic network activity, which includes cookie identifiers, tracking pixels containing an ID number, online tracking technology, browser software, your company issued computer's operating system, your company issued computer monitor's resolution, your Internet connection speed, the website that referred you to our site, and/or the search terms you entered into a search engine to reach our site, clear gifs (a.k.a. web beacons/web bugs), internet service provider (ISP), referring/exit pages, date/time stamp, clickstream data, device platform, device version, and other device characteristics including your choice of settings such as Wi-Fi, Bluetooth, and Global Positioning System ("GPS");

- For applicants, we only collect the website that referred the applicant to our site.

Commercial information; which includes records of personal property; products or services purchased, obtained, or considered; account balances, transaction history, payment history, overdraft history, and other account activity; bank account information and other information relating to your financial institution; credit application, credit checks, and information from credit reporting agencies; and other purchasing or consumer histories or tendencies;

Audio, electronic, or visual information, which includes records of calls to or from our customer service centers; and video surveillance information;

- We may collect this information for employees, but not applicants.

Inferences about you drawn based on the above data collected.

- We may collect this information for applicants and employees

Information not listed above and related to characteristics protected under California or federal law, which includes your age/date of birth; criminal history; criminal records; driving citations; drug test results; gender; marital status; nationality; racial or ethnic origin; and trade union membership;

Category: Info not listed above...	Collect about Applicants	Collect about Employees
Age/DOB	No	Yes
Criminal History and records	Yes	No
Driving citations	Yes, if applying for a job that requires driving	Yes, if in a job that requires driving.

Drug test results	Yes (after conditional offer of employment is made)	Yes
Gender	Yes (EEO requirements)	Yes
Marital status	No	Yes
Nationality	Yes (EEO requirements)	Yes (EEO requirements)
Racial or Ethnic origin	Yes (EEO requirements)	Yes (EEO requirements)
Trade union membership	No	Yes

Other personal information not listed above and described in California Civil Code § 1798.80(e), which includes signature; physical characteristics or description; insurance policy number; body temperature readings and other symptom-related information (only if necessary to ensure the health and safety of our workforce); and/or other financial, medical, and health insurance information.










B. What We Do With Your Information

We may collect or use your personal information for the following purposes:

Administering payroll and benefits
Applying for employment (including screenings, interviews, and background checks)
Client sales and events
Protect or enforce the legal rights of us or others
Protect the safety and health of our workforce
Legal compliance and to respond to government requests
Tax and other government filing requirements
Training
Workforce communications
Workforce management (including promotions, workplace evaluations, internal investigations, and performance reviews)

To help you understand which types of personal information are used for which of the above purposes, we have provided you with a matrix detailing the sources, purposes, and any sharing related to each category. If you have questions or need additional information, please contact us at: www.convercent.com/report or at 1-800-461-9330.

Purpose of Collection – Categories of Information

		Categories of Personal Information								
Purpose of Collection		Identifiers 	Commercial 	Internet or Electronic Activity 	Audio, Electronic, Visual, or Similar 	Professional or Employment 	Education 	Inferences 	Demographics/ Protected Classifications 	Other 
	Administering payroll and benefits	x					x			x
	Applying for employment	x	x	x		x	x	x		x
	Client sales and events	x								
	Protect or enforce the legal rights of us or others	x				x			x	x
	Protect the safety and health of our workforce	x								x
	Legal compliance and to respond to government requests	x				x			x	x
	Tax and other government filing requirements	x							x	x
	Training	x					x	x		
	Workforce communications	x								
Workforce management	x		x	x	x	x	x	x		