



E X P E C T M O R E

## **PRIVACY NOTICE TO CALIFORNIA CORPORATE JOB APPLICANTS**

S2 HR Solutions Group 1, LLC d/b/a Engage PEO and/or any affiliated entities (collectively, the “Company” or “we”) take the privacy of our corporate applicants very seriously.

We’re providing this California Privacy Notice (“Notice”) to describe our privacy practices with respect to our collection of Personal Information as required under the California Consumer Privacy (“CCPA”). Please read this notice carefully as it contains important information on the personal information that we collect, why we collect it, how long we keep it, and whether it is sold to or shared with third parties.

This Notice applies only to residents of the State of California (“Consumers”) who apply for employment at the Company and from whom we collect “Personal Information” and “Sensitive Personal Information” as defined in the CCPA.

### **1. Information We Collect From or About Corporate Job Applicants**

We may collect Personal Information from you in a variety of different situations and using a variety of different methods, including, but not limited to, on our website, your mobile device, through email, in physical locations, through written applications, through the mail, and/or over the telephone. Generally, we may collect, receive, maintain, and use the following categories of Personal and Contact Information:

- **Personal and Contact identifiers:** your name, nickname, alias, our home or mailing address, email address, home and/or cell phone number.

Based on analysis of the personal and/or sensitive personal information collected, we may draw inferences about the applicant’s preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes for purposes of employment and management decisions related to hiring, staffing, assignments, responsibilities, and team composition, among other things.

### **2. How We Use Personal Information and Sensitive Personal Information**

The Personal and Sensitive Personal Information we collect and how we use it may vary depending on the circumstances. Generally, we may use or disclose Personal Information and Sensitive Personal Information we collect from you or about you for one or more of the following purposes:

1. To fulfill or meet the purpose for which you provided the information. For example, if you share your name and contact information to apply for a job with the Company, we will use that Personal Information in connection with your candidacy for employment.
2. To comply with local, state, and federal laws and regulations requiring employers to maintain certain records (such as personnel files).
3. To evaluate, make, and communicate decisions regarding your job application and candidacy for employment.
4. To obtain and verify background checks, references, and employment history.
5. To communicate with you regarding your candidacy for employment.
6. To evaluate and improve our recruiting methods and strategies.
7. To engage in lawful monitoring of job applicant activities and communications in corporate transactions requiring review or disclosure of job applicant records subject to non-disclosure agreements, such as for evaluating potential mergers and acquisitions of the Company.
8. **INFECTIOUS DISEASE PURPOSES (pandemic, outbreak, public health emergency, etc)**

To reduce the risk of spreading the disease in or through the workplace.

  - a. To protect job applicants and other consumers from exposure to infectious diseases (e.g., COVID-19).
  - b. To comply with local, state, and federal law, regulations, ordinances, guidelines, and orders relating to infectious diseases, pandemics, outbreaks, and public health emergencies, including applicable reporting requirements.
  - c. To facilitate and coordinate pandemic-related initiatives and activities (whether Company-sponsored or through the U.S. Center for Disease Control and Prevention, other federal, state and local governmental authorities, and/or public and private entities or establishments, including vaccination initiatives).
  - d. To identify potential symptoms linked to infectious diseases, pandemics, and outbreaks (including through temperature checks, antibody testing, or symptom questionnaire).
  - e. To permit contact tracing relating to any potential exposure to infectious diseases.
  - f. To communicate with job applicants and other consumers regarding potential exposure to infectious diseases (e.g., COVID-19) and properly warn others who have had close contact with an infected or symptomatic individual so that they may take precautionary measures, help prevent further spread of the virus, and obtain treatment, if necessary.
9. To evaluate, assess, and manage the Company's business relationship with vendors, service providers, and contractors that provide services to the Company related to recruiting or processing of data from or about job applicants.

10. To improve job applicant experience on Company computers, networks, devices, software applications or systems, and to debug, identify, and repair errors that impair existing intended functionality of our systems.
11. To protect against malicious or illegal activity and prosecute those responsible.
12. To prevent identity theft.
13. To verify and respond to consumer requests from job applicants under applicable consumer privacy laws.

### **3. Retention of Personal Information**

We will keep your personal information for as long as is necessary while your candidacy for employment is being evaluated and, if hired, while you are employed by us and thereafter in accordance with applicable law. When it is no longer necessary to retain your personal information, we will delete or anonymize it.

In deciding how long to retain each category of Personal Information that we collect, we consider many criteria, including, but not limited to the business purposes for which the Personal Information was collected; relevant federal, state, and local recordkeeping laws; applicable statute of limitations for claims to which the information may be relevant; and legal preservation of evidence obligations.

### **4. Sale/Sharing of Information to Third Parties**

The Company does **not** and will **not** sell or share your Personal Information or Sensitive Personal Information.

### **5. Access to Privacy Policy**

For more information, please review the Company's Privacy Policy on [our website](#).

- I acknowledge and confirm that I have received and read and understand this disclosure and I hereby authorize and consent to the Company's use of the personal information and sensitive personal information it collects, receives, or maintains for the business purposes identified above.**