

California Employee Privacy Notice

The California Consumer Privacy Act (“CCPA”) imposes specific obligations on businesses processing Personal Information of California residents. Pursuant to the CCPA, Children’s Specialists of San Diego, (“CSSD”, “we” or “us”) is required to provide its employees and applicants for employment who are California residents (“California Persons”) a description of our online and offline practices regarding the collection, use, disclosure, and sale of Personal Information and of the individual’s rights regarding their Personal Information. For the purposes of this notice only, the term “CSSD”, “we” or “us” refers to CSSD as well as its management company and agents.

This California Employee Privacy Notice (“Notice”) is intended to provide California Persons with the CCPA required noticed.

1. Definitions

- 1.1. “Personal Information” has the meaning as defined in the CCPA and includes information that is collected by CSSD about you in the course of employment for employment related purposes and encompasses any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with you.
- 1.2. “Employees”, “employee” or “you” means an identified or identifiable natural person who is a California resident and who is acting as a CSSD job applicant, employee, or contractor. In this context “job applicant” refers to any person who has submitted his or her candidacy with CSSD; “employee” refers to any person who is employed at CSSD as a full-or part-time employee or temporary worker, and “contractor” means a natural person who provides any service to a business pursuant to a written contract.

2. Personal Information We Collect About You

Listed below are the categories of Personal Information that CSSD may process about employees:

- 2.1. Identifiers, including real name, alias, postal address, unique personal identifiers, email, account name, social security number, driver’s license number, passport number or other similar identifiers. In this context, a “unique personal identifier” means a persistent identifier that can be used to recognize an employee, or a device that is linked to an employee, over time and across different services, including, but not limited to, a device identifier; an Internet Protocol address; cookies, beacons, pixel tags, or similar technology; unique pseudonym, or user alias; telephone numbers, or other forms of persistent or probabilistic identifiers.
- 2.2. Personal Information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)), a 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. Some Personal Information included in this category may overlap with other categories.

- 2.3. Characteristics of Protected Classifications Under California or Federal Law, including the following: race, skin color, national origin, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/ or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (such as genetic characteristics, cancer or a record or history of cancer), disability (such as mental and physical including HIV/AIDS, or cancer), military or veteran status, request for family care leave, request for leave for an employee's own serious health condition, request for pregnancy disability leave, and age.
- 2.4. Biometric Information, including health related data or identifying information, such as, faceprints, and voiceprints, keystroke, or other related data.
- 2.5. Geolocation Data. Physical location and movements.
- 2.6. Internet or Other Electronic Network Activity Information, including browsing history, search history, application access location and information regarding an employee's interaction with an internet website, application or advertisement, time and geolocation data related to use of an internet website, application or physical access to a CSSD office location.
- 2.7. Professional or Employment-related Information, including job related data, maintained as part of the employment relationship that is present in: a job application or resume; employment reference information; an employment contract; a contractor agreement; a performance review; a disciplinary record; photos; biometric data, including imagery of your fingerprint, face, and voice recordings; information from employee expenses; browsing and search history; payroll and benefits related data; internal and external contact information; criminal background information; or information captured from video, audio, systems, or other forms of monitoring or surveillance.
- 2.8. Education Information, including information about an employee's educational background, such as education records, report cards, and transcripts that is not publicly available.

3. Sources of Collection of Your Personal Information

We obtain the categories of Personal Information listed above from the following categories of sources:

- 3.1. Self-disclosure by you, such as on job applications, employee onboarding documentation, employee timekeeping and payroll documentation, employee benefits documentation, employee requests for leaves of absence, employee requests for use of paid sick leave or other paid time off, employee requests for accommodation, employee performance reviews and self-assessments, employee request, such as for reimbursements or from services we provide to you such as health and welfare benefits. Information provided during communications between you and us.
- 3.2. Indirectly from you, such as monitoring information that your work computer or mobile device transmits when interacting with our applications.

- 3.3. Third parties, including recruiters who submit your information to us for an employment position that may interest you, reference checks, including but not limited to the individual's former employers, and for employment background checks.
- 3.4. Additional examples include: Internal or third party tracking of usage of Company email systems, Internal or third party tracking of usage of Company telephone systems, Internal or third party tracking of usage of Company computer networks, Public agencies including tax authorities, the California Department of Fair Employment and Housing, the California Labor Commissioner, the California Occupational Safety Administration, and if applicable to the position, the California Department of Motor Vehicles, Workers' compensation carriers, Law enforcement agencies and for Litigation.
- 3.5. Please note that "Personal Information" as defined in the CCPA does not include:
 - a. Publicly available information.
 - b. Deidentified or aggregated consumer information.
 - c. Personal Information covered by certain sector-specific privacy laws, such as the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA).

4. Purposes for Collecting Your Personal Information

CSSD collects the Personal Information for use or disclosure for various legitimate business reasons. Company uses Personal Information for a wide variety of Human Resources functions including but not limited to recruiting, hiring, onboarding; performance, administering insurance and benefits, leaves of absence, employee relations, requests for reasonable accommodation, termination, ongoing communications supporting employee's ability to perform duties. Company uses Personal Information for numerous operational functions, including management and performance of employees. Company uses Personal Information for payroll, tax payment and reporting purposes. Company uses Personal Information, when needed, in response to public agency or law enforcement requests, as well as in litigation and compliance with legal requirements.

5. Sharing of Your Personal Information

- 5.1. Personal Information may be disclosed to third parties as is helpful to carry out the Uses set forth above such as for our third-party payroll provider and benefits providers. When disclosing your Personal Information to third parties as is helpful to carry out the purposes set forth above, we take reasonable security measures to safeguard your data.
- 5.2. In the preceding twelve (12) months, we have disclosed the following categories of Personal Information for a business purpose:
 - 5.2.1. We have disclosed your Personal Information for a business purpose to the following categories of third parties:
 - a. Our partners and management entities, including, Rady Children's Hospital and Health Center.
 - b. Our vendors and service providers (e.g., website hosting, information technology and security, cloud storage, etc.).

- c. Third parties who provide professional services such as attorneys, auditors, benefit specialists, payroll companies etc.
- d. Third parties to whom you or your representatives authorize us to disclose Personal Information in connection with products or services we or they provide to you.
- e. Government agencies as required by laws and regulations or otherwise to comply with legal obligations or valid legal processes such as search warrants, subpoenas, or court orders. When we disclose your Personal Information to comply with a legal obligation or legal process, we will take reasonable steps to ensure that we only disclose the minimum Personal Information necessary for the specific purpose and circumstances.

5.3. In the preceding twelve (12) months, we have not sold any Personal Information.

6. *Changes to Our Privacy Notice*

We reserve the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will notify you by email or through a notice on our website homepage.

7. *Contact Information*

If you have any questions or comments about this notice, our Privacy Statement, the ways in which we collect and use your Personal Information, your choices and rights regarding such use, or wish to exercise your rights under California law, please do not hesitate to contact us by email at cssdcompliance@rchsd.org.