

# JacksonLewis

## Applicant/Employee CCPA Notice

This notice describes the categories of personal information (“PI”) collected by Jackson Lewis P.C. (“Firm”) and the purposes for which such information may be collected and used. It also provides information concerning the Firm’s record retention practices and rights you may have under the CCPA. For more complete information about the Firm’s Privacy Policy, please see the Firm’s website.

We retain your personal information for as long as necessary to process your application for employment, and to maintain your employment data, review your performance, provide pay and benefits and in accordance with the Firm’s data retention schedule. We may retain your personal information for longer if it is necessary to comply with our legal obligations or reporting obligations, to resolve disputes or as permitted or required by applicable law. We may also retain your personal information in a deidentified or aggregated form so that it can no longer be associated with you. To determine the appropriate retention period for your personal information, we consider various factors such as the amount, nature, and sensitivity of your information; the potential risk of unauthorized access, use or disclosure; the purposes for which we collect or process your personal information; and applicable legal requirements. Personal Information does not include certain categories of information, such as publicly available information from government records, deidentified or aggregated consumer information, and information subject to HIPAA or the California Confidential Medical Information Act.

<b>Categories of Personal Information Collected</b>	<b>Purposes Personal Information is Used.</b>
<u>Identifiers and Contact information.</u> This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver’s license or state identification numbers, bank account information, dependent and beneficiary information (names, dates of birth, Social Security numbers) and other similar contact information and identifiers.	<ul style="list-style-type: none"><li>• Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding</li><li>• Processing payroll and employee benefit plan and program administration including enrollment and claims handling</li><li>• Maintaining personnel records and record retention requirements</li><li>• Communicating with employees and/or employees’ emergency contacts and plan beneficiaries</li><li>• Complying with applicable state and federal labor, employment, tax, benefits, workers’ compensation, disability, equal employment opportunity, workplace safety, and related laws</li><li>• Preventing unauthorized access to or use of the Firm’s property, including the Firm’s information systems, electronic devices, network, and data</li><li>• Ensuring employee productivity and adherence to the Firm’s policies</li><li>• Investigating complaints, grievances, and suspected violations of Firm policy</li></ul>
<u>Protected classification information.</u> This category includes characteristics of protected classifications under California or federal law.	<ul style="list-style-type: none"><li>• Complying with applicable state and federal Equal Employment Opportunity laws</li></ul>

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	<ul style="list-style-type: none"> <li>• Design, implement, and promote the Firm’s diversity and inclusion programs</li> <li>• Investigate complaints, grievances, and suspected violations of Firm policy</li> </ul>
<p><u>Internet or other electronic network activity information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> <li>• all activity on the Firm’s information systems, such as internet browsing history activity, search history, intranet activity, email communications, social media postings, stored documents and emails, usernames and passwords</li> <li>• all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an Employee’s use of Firm-issued devices</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate the efficient and secure use of the Firm’s information systems</li> <li>• Ensure compliance with Firm information systems policies and procedures</li> <li>• Complying with applicable state and federal laws</li> <li>• Preventing unauthorized access to, use, or disclosure/removal of the Firm’s property, records, data, and information</li> <li>• Enhance employee productivity</li> <li>• Investigate complaints, grievances, and suspected violations of Firm policy</li> </ul>
<p><u>Geolocation data.</u> This category includes GPS location data from Firm-issued mobile devices and Firm-owned vehicles.</p>	<ul style="list-style-type: none"> <li>• Improve safety of employees, customers and the public with regard to use of Firm property and equipment</li> <li>• Preventing unauthorized access, use, or loss of Firm property</li> <li>• Improve efficiency, logistics, and supply chain management</li> <li>• Ensuring employee productivity and adherence to the Firm’s policies</li> <li>• Investigate complaints, grievances, and suspected violations of Firm policy</li> </ul>
<p><u>Professional and employment-related information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> <li>• data submitted with employment applications including, employment history, employment recommendations, etc.</li> <li>• background check and criminal history;</li> <li>• work authorization</li> <li>• professional licenses</li> <li>• educational degrees</li> </ul>	<ul style="list-style-type: none"> <li>• Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding</li> <li>• Employee benefit plan and program design and administration, including leave of absence administration</li> <li>• Maintaining personnel records and complying with record retention requirements</li> <li>• Communicating with employees and/or employees’ emergency contacts and plan beneficiaries</li> </ul>

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<ul style="list-style-type: none"> <li>• fitness for duty data and reports (upon return from a medical leave of absence)</li> <li>• performance and disciplinary records</li> <li>• salary and bonus data</li> <li>• benefit plan enrollment, participation, and claims information</li> <li>• leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members</li> </ul>	<ul style="list-style-type: none"> <li>• Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws</li> <li>• Business management</li> <li>• Preventing unauthorized access to or use of the Firm's property, including the Firm's information systems, electronic devices, network, and data</li> <li>• Ensuring employee productivity and adherence to the Firm's policies</li> <li>• Recruiting</li> <li>• Investigating complaints, grievances, and suspected violations of Firm policy</li> </ul>
<p><u>Limited Medical Information</u></p>	<ul style="list-style-type: none"> <li>• symptoms, test results, and other indicators of exposure to the coronavirus (COVID-19) and related vaccination status information</li> <li>• fitness for duty data and reports,</li> <li>• leave of absence information including family obligations, physical and mental health data concerning employee and his or her family members, and</li> <li>• travel information and information regarding close contacts.</li> </ul>
<p><u>Education information.</u> This category includes education history.</p>	<ul style="list-style-type: none"> <li>• Evaluate an individual's appropriateness for hire, a participation position at the Firm, or promotion to a new position.</li> </ul>
<p><u>Audio, electronic, visual or similar information.</u> This category includes information collected from cameras, microphones etc.</p>	<ul style="list-style-type: none"> <li>• Maintain security in the workplace from camera's installed viewing doors etc.</li> <li>• Maintain messages for client service</li> <li>• Record presentations provided by the Firm for review</li> </ul>
<p><u>Sensitive personal information:</u> this category includes information such as, social security, driver's license, state identification card, passport number, geolocation, racial or ethnic original, information concerning sexual orientation, financial account information, content of email and mail.</p>	<ul style="list-style-type: none"> <li>• Collect and process employment applications, including confirming eligibility for employment, background and related checks, onboarding, and related recruiting efforts.</li> <li>• To maintain physician records and occupational health programs.</li> <li>• Maintaining personnel records and record retention requirements.</li> <li>• Communicate regarding applications.</li> <li>• Complying with applicable state and federal health, labor, employment, disability, equal employment opportunity, and related laws, guidance, or recommendations.</li> <li>• Preventing unauthorized access to, use, or disclosure/removal of the Firm's property, including the Firm's information systems, electronic devices, network, and data.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Investigating complaints, grievances, and suspected violations of Firm policy.</li> <li>• Protect the legal rights, privacy, safety or property of the Firm, its employees, agents, contractors, customers or the public.</li> <li>• Protect against fraud or other illegal activity or for risk management purposes.</li> <li>• Enforce the Firm’s website’s terms of use.</li> <li>• Design, implement, and promote the Firm’s diversity and inclusion programs.</li> <li>• Facilitate the efficient and secure use of the Firm’s information systems.</li> <li>• Improve safety of employees, customers and the public with regard to use of Firm property and equipment.</li> <li>• Evaluate an individual’s appropriateness for a participation position at the Firm, or promotion to a new position.</li> <li>• To respond to and manage any legal claims against the Firm and/or its personnel, including civil discovery in litigation.</li> <li>• Processing payroll, other forms of compensation and employee benefit plan and program design and administration including enrollment and claims handling and leave of absence administration</li> <li>• Communicating with employees and/or employees’ emergency contacts and plan beneficiaries</li> <li>• Training and development opportunities</li> <li>• Improve accuracy of time management systems, attendance, including vacations, sick leave and other absence monitoring.</li> <li>• To facilitate other business administrative functions and strategic activities, such as risk management, information technology and communications, financial management and reporting, workforce and succession planning, mergers and acquisition activities; and maintenance of licenses, permits and authorization applicable to Firm operations.</li> </ul>
<p><u>Inferences drawn from the PI in the categories above.</u></p>	<ul style="list-style-type: none"> <li>• Engaging in human capital analytics, including but not limited to, identifying certain correlations about individuals and success on their jobs, analyzing data to improve retention, and analyzing employee preferences to inform HR Policies, Programs and Procedures.</li> </ul>

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To carry out the purposes outlined above, the Firm may share information with third parties, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies.

The Firm does not sell or share, as those terms are defined under applicable law, the above categories of Personal Information. We also do not use or disclose your sensitive personal information for purposes that, with limited exceptions, are not necessary to process your application as reasonably expected by an average job applicant or to maintain the employment relationship as reasonably expected by an average employee. The Firm may add to the categories of personal information it collects and the purposes it uses personal information. In that case, the Firm will inform you.

**California Resident Individual Rights Requests.** Individuals who are residents of the State of California have certain individual rights as outlined below.

Upon receipt of a verifiable consumer request (see below), and as required by applicable law, we will provide a response to such requests.

*Right To Know About Personal Information Collected or Disclosed.* In addition to what is described above, as a California resident, you also have the right to request more information regarding the following topics, to the extent applicable:

- the categories of personal information,
- the categories of sources from which the personal information is collected,
- the business or commercial purpose for collecting, selling, or sharing personal information, if applicable,
- the categories of third parties to whom the business discloses personal information, and
- the specific pieces of personal information the business has collected about you.

*Right To Request Deletion Of Your Personal Information.* You have the right to request that we delete the personal information we collected or maintained about you. Once we receive your request, we will let you know what, if any, personal information we can delete from our records, and we will direct any service providers and contractors with whom we disclosed your personal information to also delete your personal information from their records.

There may be circumstances where we cannot delete your personal information or direct service providers or contractors to delete your personal information from their records. Such instances include, but are not limited to, enabling solely internal uses that are reasonably aligned with your expectations based on your relationship with the Firm and compatible with the context in which you provided the information or to comply with a legal obligation.

*Right to Request Correction.* You have the right to request that the Firm correct any inaccurate personal information we maintain about you, taking into account the nature of that information and purpose for processing it.

*Right to Non-Discrimination for the Exercise of Your Privacy Rights.* We will not discriminate or retaliate against you for exercising any of your rights as described above.

Submitting Consumer Rights Requests. To submit a California Consumer Rights request as outlined above, please contact the Firm by calling us at (833) 715-9463 or emailing us at

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privacy@jacksonlewis.com, We reserve the right to only respond to verifiable consumer requests to know, delete, or correct.

We reserve the right to amend this Notice at any time without advance notice. If you have questions about this notice, you may call (833) 715-9463.