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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 Consumer PI may be used. We are providing this notice to you in accordance with California Civil Code Sec. 1798.100(b).

Categories of Personal Information Collected	Purposes Personal Information is Used.
<p><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.</p>	<ul style="list-style-type: none"> • Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding • Processing payroll and employee benefit plan and program administration including enrollment and claims handling • Maintaining personnel records and record retention requirements • Communicating with employees and/or employees’ emergency contacts and plan beneficiaries • Complying with applicable state and federal labor, employment, tax, benefits, workers’ compensation, disability, equal employment opportunity, workplace safety, and related laws • Preventing unauthorized access to or use of the Firm’s property, including the Firm’s information systems, electronic devices, network, and data • Ensuring employee productivity and adherence to the Firm’s policies • Investigating complaints, grievances, and suspected violations of Firm policy
<p><u>Protected classification information.</u> This category includes characteristics of protected classifications under California or federal law.</p>	<ul style="list-style-type: none"> • Complying with applicable state and federal Equal Employment Opportunity laws • Design, implement, and promote the Firm’s diversity and inclusion programs • Investigate complaints, grievances, and suspected violations of Firm policy
<p><u>Internet or other electronic network activity information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of the Firm’s information systems • Ensure compliance with Firm information systems policies and procedures • Complying with applicable state and federal laws • Preventing unauthorized access to, use, or disclosure/removal of the Firm’s property, records, data, and information • Enhance employee productivity

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<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Investigate complaints, grievances, and suspected violations of Firm policy
<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"> Improve safety of employees, customers and the public with regard to use of Firm property and equipment Preventing unauthorized access, use, or loss of Firm property Improve efficiency, logistics, and supply chain management Ensuring employee productivity and adherence to the Firm's policies Investigate complaints, grievances, and suspected violations of Firm policy
<p><u>Professional and employment-related information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> data submitted with employment applications including, employment history, employment recommendations, etc. background check and criminal history; work authorization professional licenses educational degrees fitness for duty data and reports (upon return from a medical leave of absence) performance and disciplinary records salary and bonus data benefit plan enrollment, participation, and claims information leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members 	<ul style="list-style-type: none"> Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding Employee benefit plan and program design and administration, including leave of absence administration Maintaining personnel records and complying with record retention requirements Communicating with employees and/or employees' emergency contacts and plan beneficiaries Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws Business management Preventing unauthorized access to or use of the Firm's property, including the Firm's information systems, electronic devices, network, and data Ensuring employee productivity and adherence to the Firm's policies Recruiting Investigating complaints, grievances, and suspected violations of Firm policy

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<u>Education information.</u> This category includes education history.	<ul style="list-style-type: none">• Evaluate an individual's appropriateness for hire, a participation position at the Firm, or promotion to a new position.
<u>Inferences drawn from the PI in the categories above.</u>	<ul style="list-style-type: none">• 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.

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 may add to the categories of PI it collects and the purposes it uses PI. In that case, the Firm will inform you.

If you have questions about the Firm's privacy policies and procedures, rights you may have concerning your personal information, you may call the Human Resources Manager or Chief Human Resources Officer 914-872-6767 go to <https://www.jacksonlewis.com/disclaimer-privacy-and-copyright>.