

## NOTICE OF COLLECTION OF PERSONAL DATA

This notice applies to all employees and prospective employees (“Employees”) who reside in California on a permanent basis.

The Premier Group Staffing LLC and its divisions within the United States (the “Company”) are committed to protecting the privacy and security of personal information and/or personal data (“Personal Information”) of prospective, current and former Employees. The Company collects, processes, and transfers personal information of Employees in connection with its human resources activities. The Company is committed to complying with the California Consumer Privacy Act (CCPA); and all data protection laws and labor laws in the countries in which it employs Employees and does business.

The Company collects the following data for the following uses.

<b>Type of Personal Information</b>	<b>Purpose for Collection</b>
Name; contact information, education, language(s) and special job-related competencies; certification information; employment history; work experience; military service information; background check information to the extent that such checks are permitted under applicable law; and criminal convictions and offenses, insofar as this information is relevant for the specific position.	Recruitment to hire the most qualified applicants.
Terms and conditions of employment, job title and duties, type and duration of employment, performance reviews or disciplinary records, and other information necessary for employment.	Employee performance to fulfill the terms of the Employee’s employment.
Personal information regarding compensation and benefits, banking details related to payroll, and other information necessary to pay employees.	Employee payroll data to pay employees.
National and governmental identification information; passport information; birth date and birthplace; citizenship information; visa information; drivers’ license information; tax withholding information, I-9, W-4, and other information necessary to comply with its obligations under applicable law.	Compliance with obligations under US law.

**NOTICE OF COLLECTION  
OF PERSONAL DATA**

<p>Employment duration; job or position titles; business titles; job type or code; business site or location; work schedules, employment status (full-time or part-time, regular or temporary); job assignments, accomplishments; job information; training and development information; award information; membership information; emergency contacts; photographic images; skills, talents, career goals, reviews, ratings, terminations; hours worked, employee policy acknowledgments, position profile data, vacancies, job descriptions; and geographic indicators.</p>	<p>Management, planning &amp; organization to fulfill legitimate interests in managing the employment relationship, for complying with legal obligations as an employer, and in order to administer the Employee's placement with the Company's clients.</p>
<p>Racial or ethnic origin, gender; disability information, and other characteristics protected by law.</p>	<p>Comply with obligations and specific rights in the field of employment law insofar as such processing is authorized by US law, and to fulfill the Company's legitimate interest in maintaining a diverse workplace free from improper discrimination, and in order to administer employment.</p>
<p>Assessments of the Employee's working capacity and medical diagnosis for the provision of health or social care, or treatment and management of health or social care systems and services.</p>	<p>Processed for the protection of the Employee's vital interests or the vital interests of another person and to comply with obligations and specific rights in employment law insofar as it is authorized by US law, including for workers compensation and health care insurance purposes. Processed pursuant to legal obligations to provide a safe workplace.</p>

**NOTICE OF COLLECTION  
OF PERSONAL DATA**

<p>Business e-mails, surveillance videos, videos, biometric data, photographs, and documents; user computer IDs and IP addresses; the Company web/media access information, instant messenger data; network email log-in information and location; user computer software versions; traveler preferences, travel. The Company's computer information and/or information related to personal computer devices used for business purposes, such as user computer ID, user computer IP addresses, and current passwords to computer login (but require employees to change thereafter, do not retain or catalog password); corporate credit card numbers; the Company web/media access information; user computer MAC address, user computer OS, user computer browser version and browser add-in versions, user computer software versions, dependent information for benefits purposes, and beneficiary designations for benefits purposes.</p>	<p>Protection of the Company and customer property, equipment and confidential information.</p>
<p>Marital status, family status, and dependent information for benefits purposes; beneficiary designations for benefits purposes; data regarding the Company auto allowance.</p>	<p>Exercise and enjoyment of rights and provisions of benefits related to employment.</p>
<p>Work performance, compliance with employment policies, and reasons for termination.</p>	<p>Processed to fulfill legitimate interest in administering employment policies and providing an orderly and proper transition from employment.</p>
<p>Sex, gender identity, sexual orientation, only if the employee will list the same sex spouse as a dependent (HCT can infer from this information), race, color, religious creed, national origin, physical or mental disability, protected veteran status, salary, or any other personal characteristics or provisions protected by law. Employees may voluntarily provide race, veteran status and disabilities.</p>	<p>Personal information necessary to comply with US, state, and local government legal requirements, including presentation of personal information in audits, inspections, compliance reviews and data requests.</p>

## **NOTICE OF COLLECTION OF PERSONAL DATA**

### **RECIPIENTS OF THE EMPLOYEE'S PERSONAL INFORMATION**

Certain subsets of an Employee's personal information will be disclosed to:

- Management, human resources (HR) personnel and information technology (IT) personnel
- Sales and Recruiting personnel
- The Company's clients who may be selecting the Employee for a job assignment
- Third party processors such as payroll and benefits vendors, background check companies, computer and internet service providers, government authorities
- Lawful requests by public authorities

### **QUESTIONS AND COMPLAINTS**

Questions or complaints regarding the processing of the Employee's Personal Data should be directed to the Company by letter, telephone or email to:

The Premier Group Staffing LLC  
Attn: Legal Department  
525 E Mississippi Ave  
Denver, CO 80210  
(303) 997-5085