

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

This California Consumer Privacy Act Notice (the "Notice") is provided by The Premier Group Staffing LLC ("Premier"). This Notice explains how we collect, use, retain, and disclose personal information about California residents. The Notice also explains certain rights that California residents have under the California Consumer Privacy Act, as amended by the California Privacy Rights Act (the "CCPA").

The Premier Group Staffing LLC and its divisions within the United States ("we" or "Premier") are committed to protecting the privacy and security of personal information and/or personal data ("Personal Information") of prospective, current and former Employees. Premier 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 states in which it employs Employees and does business.

Under the CCPA, "personal information" is information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California resident or household. This information is referred to in this Notice as "Personal Information."

The CCPA defines a "sale" as the disclosure of Personal Information for monetary or other valuable consideration. Premier does not sell and has not, within at least the last 12 months, sold Personal Information, including Sensitive Personal Information that is subject to the CCPA's sale limitation. In addition, Premier does not share Personal Information for cross-context behavioral advertising within the scope of CCPA. We do not knowingly collect Personal Information from children under 16 years old and we do not "sell" or "share," the Personal Information of children under 16 years old. If we become aware that we have received or collected Personal Information about a child under 16 years old, we will delete that Personal Information as soon as possible.

The Personal Information that we collect about a specific California resident will depend on, for example, our relationship or interaction with that individual. During the past 12 months, we have collected the following categories of Personal Data.

<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 and place the most qualified applicants.

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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.
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.	Management, planning & 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.
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.	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.

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Business e-mails, surveillance videos, videos, biometric data, photographs, and documents; employee 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.	Protection of the Company and customer property, equipment and confidential information.
Work performance, compliance with employment policies, and reasons for termination.	Processed to fulfill legitimate interest in administering employment policies and providing an orderly and proper transition from employment.
Marital status, family status, and dependent information for benefits purposes; beneficiary designations for benefits purposes; data regarding the Company auto allowance.	Exercise and enjoyment of rights and provisions of benefits related to employment.
Sex, gender identity, sexual orientation (inferred only if the employee will list the same sex spouse as a dependent), 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.	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.

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### **SOURCES OF PERSONAL DATA**

The sources from which we collect Personal Data depend on, among other things, our relationship or interaction with a specific California resident. The information below lists the categories of sources from which we collect Personal Data in different contexts.

- From California residents directly, through, for example, physical (e.g., paper application), audible (e.g., phone), and electronic (e.g., online application) sources.
- Public records or widely available sources, including records and information that are made available by federal, state, and local government entities.

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

As stated above, Premier has not sold any of your Personal Information in the preceding twelve (12) months. We also have not “shared” (as that term is defined in the California Privacy Rights Act) your Personal Information in the preceding twelve (12) months.

For business and compliance purposes, Premier may disclose to third parties the following categories of Personal Information:

- Identifiers such as your name and contact information.
- Characteristics of protected classifications under Federal or California law.
- Employment or career-related information
- Information regarding your education.

This Personal Information may be disclosed to the following third parties:

- Clients and Prospective Clients. Clients and prospective clients may request employment-related information for the purpose of evaluating a candidate's credentials, skills and experience. Clients may also need to review and approve timesheets for Employees.
- Candidates. We may share the Personal Information of clients or other Employees, which as when a Candidate must know information about whom to contact for an interview, or when going to a job with a Client.

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- **Service Providers.** We may share Personal Information with third-party service providers (subject to appropriate confidentiality and use restrictions) who perform business functions and services on our behalf, such as payroll and benefits vendors, accountants, background check companies, and internet or communications service providers.
- **Legal Requirements.** We may disclose Personal Information to government authorities, regulatory authorities, or courts, as necessary to comply with applicable laws, the service of legal process, or if we reasonably believe that such action is necessary to (1) comply with laws that require disclosure; (2) protect the rights or property of Premier; or (3) prevent a crime or protect the personal safety of the public.

### **DATA RETENTION**

We keep your Personal Information for as long as needed or permitted in light of the purpose(s) for which it was obtained. The criteria used to determine our retention periods include (i) for as long as we have an ongoing relationship with you; (ii) as required by a legal obligation to which we are subject to; or (iii) if necessary or advisable in light of regulatory or legal positions (regarding applicable statutes of limitations, litigation, or regulatory investigations).

### **CCPA REQUESTS**

As stated above, Premier has not sold any of your Personal Information in the preceding twelve (12) months. We also have not “shared” (as that term is defined in the California Privacy Rights Act) your Personal Information in the preceding twelve (12) months.

We also have not engaged in the “sharing” of personal information (as defined in the California Privacy Rights Act) about consumers in the preceding 12 months.

If you are a California resident, you have the right to request that we:

1. Provide you the following information regarding the 12-month period prior to your request (“Request to know”):
  - a. The categories of Personal Information we collected about you and the categories of sources from which we collected the Personal Data;
  - b. The business or commercial purpose for collecting Personal Information about you;

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c. The categories of third parties to whom we disclosed Personal Information about you, and the categories of Personal Information disclosed; and

d. The specific pieces of Personal Data we collected about you.

2. Request deletion of Personal Information we collected from you ("Request to Delete"). However, applicable law may require us to retain some of your Personal Information, and certain Personal Information is strictly necessary for us to fulfill the purposes described in this Policy.

3. Correct inaccurate personal information that we maintain about you ("Request to Correct").

In addition, you have the right to be free from discrimination for exercising your CCPA privacy rights, including the right as an employee, applicant, or independent contractor not to be retaliated against for exercising your CCPA privacy rights.

We may delete Personal Information for inactive accounts from any databases or information sources, subject to any applicable legal or regulatory obligations.

### **HOW TO MAKE REQUESTS**

If you are a California resident, you can make a Request to Know, Delete, or Correct by:

1. Contacting us at (833) 547-9351
2. E-mailing us at [privacy@thepremiergroupus.com](mailto:privacy@thepremiergroupus.com)

When you make a Request to Know, Delete, or Correct, we will attempt to verify that you are who you say you are. For example, we will attempt to match information that you provide in making your Request with other sources of similar information to reasonably verify identity. Please be aware that we will ask you to provide the following information to identify yourself: Name, contact information, date of birth; and a copy of government issued photo ID.

### **Authorized Agents**

If you are a California resident, you may authorize an agent to make a request on your behalf. A California resident's authorized agent may make a request on behalf of the California resident by using the submission methods listed above under "How To Make Requests." As part of our verification process, we may request that you provide, as applicable:

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For an individual requestor making a request on behalf of a California resident:

- The requestor's name; contact information; social security number; date of birth; and government ID.
- The name; contact information; social security number; date of birth; and government ID of the California resident on whose behalf the request is being made.
- A document confirming that the requestor is authorized to make the request. We may accept a signed document providing permission by the California resident on whose behalf the request is made, a copy of a power of attorney, legal guardianship or conservatorship order, or a birth certificate of a minor if the requestor is the custodial parent.

For a company or organization making a request on behalf of a California resident:

- The company or organization's active registration with the California Secretary of State.
- Proof that the California resident has authorized the company or organization to make the request. We may accept a signed document providing permission by the California resident on whose behalf the request is made, a copy of power of attorney, or legal guardianship or conservatorship order.
- The name, contact information, Social Security number, date of birth, and government ID of the California resident on whose behalf the request is being made. In addition, we require, from the individual who is acting on behalf of the company or organization making the request, proof that the individual is authorized by the company or organization to make the request. We accept a letter on the legal entity requestor's letterhead, signed by an officer of the organization.

## **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