

## Employee Notice at Collection

Full Steam Staffing is committed to supporting compliance with the California Consumer Privacy Act (CCPA), the California Privacy Rights Act (CPRA) and other privacy laws which apply to certain employment data we collect. This Notice at Collection is intended to generally advise you of the types of personal information we collect, the intended purposes for which we use the information, whether the information is sold or shared, and the criteria used to determine how long we will retain the information.

We will not sell the personal information or sensitive personal information we collect about employees or job candidates. We will not share it with third-parties for cross-context behavioral advertising. We may collect the personal information and sensitive personal information categories listed in the tables below. The tables also list, for each category, our use purposes. Full Steam Staffing also collects your information consistent with its Privacy Policy. To view our full privacy policy, please visit [www.fullsteamstaffing.com](http://www.fullsteamstaffing.com).

We do not retain personal information or sensitive personal information for longer than is reasonably necessary given the purposes disclosed. The precise length of time we retain information is proportionate to achieve the purposes we have disclosed and depends on the type of data, our legitimate business needs and other legal or regulatory rules that may require us to retain information for certain minimum periods. For example, we may be required to retain certain data for the purposes of tax reporting or responding to tax queries. We may also retain data if it might be relevant to any potential litigation or audits. We will also generally retain personal data relating to you where necessary to enable us to provide you or a future employer with a reference.

In determining the appropriate retention period for different types of personal data, we consider the amount, nature and sensitivity of the personal data in question, the potential risk of harm from unauthorized use or disclosure of that personal data, the purposes for which we need to process it and whether we can achieve those purposes by other means, in addition to ensuring that we comply with our legal, regulatory and risk-management obligations, as described above.

<b>Personal Information Category</b>	<b>Business Purpose</b>
Identifiers ( <i>e.g.</i> , your full name, gender, date of birth, signature)	To identify employees for clients. For internal business operational reasons ( <i>e.g.</i> , HR/payroll services, front and back office solutions) or for service providers or contractors' operational purposes ( <i>e.g.</i> , when they need it to perform under contracts). For safety purposes or company ID badges to verify names and faces. To create or maintain employee accounts.
California Customer Records personal information	To identify employees for clients. For internal business operational reasons ( <i>e.g.</i> , HR/payroll services, front and back office solutions) or for service providers or contractors' operational purposes ( <i>e.g.</i> , when they need it to perform under

	contracts). For safety purposes or company ID badges to verify names and faces. To create or maintain employee accounts.
Protected classification characteristics under California or federal law	For internal business operational reasons (e.g., HR/payroll services, front and back office solutions) or for service providers or contractors' operational purposes (e.g., when they need it to perform under contracts).
Commercial information	Not collected.
Biometric information	For timekeeping system to identify people for payroll and pay accuracy.
Internet or other similar network activity	To monitor work product performed online.
Geolocation data	For payroll and IT purposes.
Sensory data	Not collected.
Professional or employment-related information	To recruit, evaluate and place job applicants and candidates in employment.
Non-public education information	For purposes of evaluating academic and professional qualifications to assess job candidacy.
Inferences drawn from other personal information	For purposes of a pre-employment assessment and survey of personality characteristics.

The following categories of sensitive personal information are collected for the business purposes identified. This information is not collected or processed by us with the purpose of inferring characteristics about an individual.

<b>Sensitive Personal Information Category</b>	<b>Business Purpose</b>
Government identifiers (e.g., social security, driver's license, state identification card, or passport number)	Used to pay employees or as an additional identification method.
Complete account access credentials (e.g., user names, account numbers, or card numbers combined with required access/security code or password)	For internal business operational reasons (e.g., HR/payroll services, front and back office solutions) or for service providers or contractors' operational purposes (e.g., when they need it to perform under contracts).

Precise geolocation	Not actively tracked unless for purposes of monitoring safety or other similar purpose.
Racial or ethnic origin	To assess and promote diversity objectives or otherwise comply with applicable laws or in response to specific requests.
Religious or philosophical beliefs	Not collected.
Union membership	If mentioned on an application, for job history only.
Genetic data	Not collected.
Mail, email, or text messages contents not directed to us	To collect info on HR situations or by request of a court.
Unique identifying biometric information	Fingerprints are stored in a timekeeping system.
Health, sex life, or sexual orientation information	Health data is noted only for workers compensation claims related to employment in our organization.

We will not collect personal information or sensitive personal information categories not disclosed in this Notice. We will not use the information collected for additional purposes that are incompatible with the use purposes disclosed.

If you have any questions about this Notice or need to access it in an alternative format due to having a disability, please contact:

**Phone:** 877-527-2668

**Website:** [www.fullsteamstaffing.com](http://www.fullsteamstaffing.com)

**Email:** [privacy@fullsteamstaffing.com](mailto:privacy@fullsteamstaffing.com)

**Postal Address:**

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 Ontario, CA 91761