

CAREER STRATEGIES TEMPORARY INC.'S PRIVACY NOTICE TO JOB APPLICANTS

Career Strategies Temporary, Inc. including its subsidiaries and affiliates (collectively, “CSI”, “we”, “us”, or “our”), is committed to ensuring the protection of Personal Information submitted to us in the job application or placement process. This California Residents’ Notice (“Notice”) describes what Personal Information we collect, how it is processed, and the rights and obligations you may have in connection with it.

1. INFORMATION WE COLLECT ABOUT JOB APPLICANTS

CSI may collect the personal information described below that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly with you (“Personal Information”) for business purposes as part of your employment application with or application for placement through CSI. We will not collect additional categories of Personal Information for Covered Individuals or use it for purposes beyond the scope of those identified below without obtaining consent.

- (a) **Identifiers and demographic data.** This includes data such as title, full name, gender, age, contact details, such as current and prior home and work address, phone number(s), email address(es), your geographic preferences for the location of employment, driver’s license details, proof of eligibility to work and details of any work permit application, including biometric data.
- (b) **Sensitive data.** This includes data like financial account numbers, Social Security, Driver’s License, Passport or other governmental identification number, medical or health related information, biometric data, performance reviews, etc. collected for business purposes.
- (c) **Characteristics of protected classifications under California and Federal law.** This includes but is not limited to data such as citizenship, race, ethnic origin, or nationality.
- (d) **Professional or employment-related information.** This includes information such as work history, prior employer information, and professional certifications.
- (e) **Non-public education information.** This is information related to your academic credentials such as what school you went to, what your GPA was, what activities or sports you did in school, or other data on your school transcripts.

Personal Information does not include publicly available information, *i.e.*, information that is lawfully made available from federal, state, or local government records. Personal Information does not include information that is deidentified or aggregate consumer information.

2. WHERE WE GET YOUR PERSONAL INFORMATION

CSI obtains the categories of Personal Information listed above from the following categories of sources:

- Directly from you. For example, from forms you complete or products and services you purchase (if any).
- From prior employers, references, recruiters, recruitment agencies and job-related social media platforms.
- From independent third parties related to your eligibility for employment, such as background check companies and drug testing facilities.

3. USE OF YOUR PERSONAL INFORMATION

CSI will process your Personal Information for the purposes listed below, primarily related to your employment or placement application and, if you are hired, for employment-related purposes, including:

- (a) Recruitment, including, verifying eligibility to work, obtaining professional and personal references and screening of educational and professional background data prior to and during the course of the interviewing process and employment, including carrying out criminal record checks (where permitted under applicable law).
- (b) Assessing your suitability for employment with CSI.
- (c) Verifying certain information about you.
- (d) Conducting application and employment-related statistical analyses.
- (e) Communicating with you during the hiring process and, if hired, during employment.
- (f) Compliance with all relevant legal, regulatory and administrative obligations and responsibilities of CSI.
- (g) Conducting exit interviews.
- (h) For a purpose described to you when collecting your Personal Information.

We will not collect additional categories of Personal Information or use the Personal Information we collected for materially different, unrelated, or incompatible purposes without providing you notice.

4. HOW WE DISCLOSE YOUR PERSONAL INFORMATION

We may disclose your Personal Information to a third party for a business purpose. A business purpose means the use of Personal Information for CSI's operational purposes or business needs that are reasonably necessary and proportionate to achieve the purpose for which information was collected. For purposes of job applicant information, examples of Business Purposes include, but are not limited to:

- (1) Recruiting;
- (2) Background and criminal history checks;
- (3) Selection and administration of the workforce;
- (2) Business operations and human resources administration;
- (3) Ensuring the security, safety and protection of workers and resources; and
- (4) Legal, regulatory and audit obligations.

When we disclose Personal Information for a business purpose, we enter into a contract that describes the purpose and requires the recipient to both keep that Personal Information confidential and not use it for any purpose except performing the contract. These third parties are "Service Providers" and/or "Contractors" as defined by applicable law.

CSI has disclosed all of the categories of Personal Information as noted above, for the business purposes described above.

5. SELLING YOUR PERSONAL INFORMATION

CSI does not and will not sell your Personal Information.

6. RETENTION OF YOUR PERSONAL INFORMATION

CSI retains Personal Information about you for business purposes; this information is retained pursuant to our Records Retention Schedule. Our customary retention of job applicant information is a period of years after a hiring decision is made or after an individual terminates or retires from employment, except when a legal obligation to preserve information exists.

7. CALIFORNIA RESIDENTS' PRIVACY RIGHTS

The rights in this section apply solely to California residents, and do not apply to individuals living elsewhere. The following rights are not absolute, and we may be entitled to refuse requests, wholly or partly, where exceptions under applicable law apply. Any terms used in this notice that are defined in The California Consumer Protection Act of 2018, as amended by the California Privacy Rights Act of 2020 ("CCPA") have the same meaning when used in this Notice.

Right to Access. You have the right to access Personal Information which we may collect or retain about you. If requested, we shall provide you with a copy of your Personal Information which we collect as permitted by the CCPA. You also have the right to receive your Personal Information in a structured and commonly used format so that it can be transferred to another entity (“data portability”).

Right to Know. You have the right to request that we disclose the following about your Personal Information, as defined by the CCPA:

- i. The specific Personal Information we may collect;
- ii. The categories of Personal Information we may collect;
- iii. The categories of sources from which we may collect your Personal Information;
- iv. The business purpose(s) for collecting or sharing your Personal Information;
- v. The categories of Personal Information we may disclose for business purposes; and
- vi. The categories of third parties to whom we may share your Personal Information.

Right to Opt-Out/Not Sell My Personal Information. CSI does not sell or share applicant Personal Information within the meaning of the CCPA.

Right to Limit Sensitive Personal Information. CSI does not collect or processes Sensitive Personal Information for the purpose of inferring characteristics about its applicants.

Right to Deletion. In certain circumstances, you have the right to request the erasure of your Personal Information, subject to several exceptions, including our legal obligations to maintain the information. Upon verifying the validity of a deletion request, we will delete your Personal Information from our records, and instruct any service providers or contractors to delete your information, when applicable.

Right to Correction/Rectification. In certain circumstances, you have the right to request correction of any inaccurate Personal Information.

Exercising Your Rights. If you are a California resident, you can exercise any of your rights as described in this Notice and under applicable privacy laws by using the contact information provided in this notice. We will not discriminate against you for exercising such rights.

How to Submit a Request. To submit a request to know, delete or correct, you, or an authorized agent, may:

- Call us at this Toll-Free Number 888-822-2122; or

- Send an email to HR@csi4jobs.com.

You should include your name, address, email address (if you want to receive our response via email) and a description of the request.

How We Verify Your Request. We will verify requests using a combination of individual identifiers to verify your identity. We will take additional efforts to verify the identification of an individual who requests that CSI disclose Personal Information about you in our response.

If we suspect fraudulent or malicious activity related to your request, we will not comply with your request until we perform further verification to determine whether your request is authentic and you are the person about whom we have collected the Personal Information.

8. APPLICABILITY

We reserve the right to amend this Notice from time to time at CSI's discretion.

9. CSI's PRIVACY POLICY

A copy of CSI's Privacy Policy can be found here: <https://www.csi4jobs.com/>.