

## CPRA PRIVACY NOTICE FOR CALIFORNIA JOB APPLICANTS

This PRIVACY NOTICE FOR CALIFORNIA JOB APPLICANTS of KIP, Incorporated (“we”, “us” or “our”, “”) applies solely to job applicants who reside in the State of California (“you”). We adopt the notice to comply with the California Privacy Act (“CPRA”) and other California privacy laws. Any terms defined in the CPRA have the same meaning when used in this notice.

### **Employee CPRA Rights**

Under California law our California employees have the following rights:

- Right to Know and Access Personal Information
- Right to Opt Out of Sales or Sharing of Personal Information
- Right to Limit Use of Sensitive Information
- Right to Correct Inaccurate Information
- Right to Delete Personal Information
- Right of No Retaliation
- Right to Opt Out of Profiling/Automated Decision Making

### **Personal Information We Collect**

We collect information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or device (“personal information”). We collect and use personal information of human resources, employment, benefits administration, health and safety, and business-related purposes and to be in legal compliance. Below are the categories of personal information we collect about job applicants:

<b>Category</b>	<b>Examples</b>
a. Identifiers	A real name, alias, postal address, social security number, driver’s license number, state identification card, passport number, telephone number, employment history and immigration status.
b. Personal information categories Protected under the California Customer Records statute (Cal. Civ. Code § 1798.80(e))	A name, signature, social security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number or any other financial information, medical information, health insurance information. Some personal information

	included in this category may overlap with other categories.
c. Protected anti-discrimination classification characteristics under California or Federal law.	Age (40 years or older), race, color, ancestry, religion, national origin, citizenship, marital status, medical condition, physical or mental disability, sex (including pregnancy or childbirth and related medical conditions, sexual orientation, gender identity), genetic information (including family medical history), veteran or military status.
d. Internet or other similar network activity	Not Collected
e. Geolocation	Not Collected
f. Biometric information	For the purpose of uniquely identifying an employee/job applicant.
g. Sensitive Personal Information	Social Security, driver's license, state identification card, or passport number, racial or ethnic origin, union membership.

Personal information does not include:

- Publicly available information from government records.
- De-identified or aggregated employee information.

**Information Collection Practices: How we Collect and Use Personal Information of Job Applicants**

KIP, Incorporated collects the above categories of Personal Information directly from job applicants; and some from third parties such as staffing agencies and employment application references to hire the most qualified applicants.

We use Personal Information to:

- Comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment based on skills and experience.
- Employment-related information such as:
  - Job preference
  - Work availability
  - Compensation
  - Employment history and experience
  - Immigration status
  - Education information relevant to the job
  - Information provided by you during the interview and hiring process
  - References
- Conduct pre-employment Drug & Alcohol Testing

- We use and process Sensitive Personal Information to comply with the laws including anti-discrimination laws and disability accommodation laws.

### **Processing Job Applicant Sensitive Personal Information**

We do NOT process Sensitive Personal Information for purposes other than the purpose for which it was originally collected.

We do NOT sell job applicant Personal Information.

We do NOT share job applicant Personal Information with third parties for behavioral or cross-context marketing purposes.

### **Job Applicant Information Disclosure Practices**

KIP, Incorporated may disclose Personal Information of job applicants to company personnel and service providers involved with hiring which includes drug testing laboratory personnel for pre-employment screening (USA Fact).

### **Retention Period of Personal Information**

Generally, Personal Information is retained for the duration of your employment and your personnel file an additional 5 years from date of termination. In addition, Personal Information is retained for any period of time necessary to protect our legal rights and/or protect our ability to exercise those rights. If an applicant is not hired, the personal information is deleted.

### **How to Request Correction of Your Information**

If you believe that information that we hold about you is incorrect or needs to be updated, please contact us at 833-833-3500 or mail your request to us at the following address: 25740 Washington Avenue, Murrieta, CA 92562. You can make this request at any time. We will acknowledge receipt of your request within 10 business days and respond to the request within 45 days. If reasonably necessary and if notice and explanation is provided to the job applicant, we can get an extension of an additional 45 days.

### **How to Request Deletion of Your Information**

If you would like for us to delete information that we are permitted by law to delete, please contact us at 833-833-3500 or mail your request to us at the following address: 25740 Washing Avenue, Murrieta, CA 92562. We are not permitted to delete information that we need to operate our business, administer our employees, protect our legal obligations and rights, or to provide security for our employees, our

systems and our company. You may make this request up to twice in any calendar year. We will acknowledge receipt of your request within 10 business days and respond to the request within 45 days. If reasonably necessary and if notice and explanation is provided to the job applicant, we can get an extension of an additional 45 days.

**Non-Discrimination**

We will not discriminate against you as a result of your exercise of any of these rights.

**Financial Incentives to Process the Data**

We do not offer financial incentives to process your Personal Information.

**Questions:**

If you have any questions about this Notice, please call us at 833-833-3500.

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_