

INTERSOLUTIONS CALIFORNIA CONSUMER PRIVACY POLICY

INTERSOLUTIONS DOES NOT SELL OR SHARE YOUR PERSONAL INFORMATION

INTERSOLUTIONS HAS NOT SOLD OR SHARED PERSONAL INFORMATION IN THE PAST 12 MONTHS

INTERSOLUTIONS HAS ACTUAL KNOWLEDGE THAT IT DOES NOT SELL OR SHARE PERSONAL INFORMATION OF INDIVIDUALS UNDER 16 YEARS OF AGE

THIS POLICY APPLIES ONLY TO APPLICANTS AND EMPLOYEES IN CALIFORNIA

The purpose of this Privacy Policy (this “**Privacy Policy**”) is to inform applicants and employees of InterSolutions, LLC or any of its affiliates (the “**Company**” or “**we**” or “**us**”) working in California of the categories of personal information we collect and the purposes for which we use such personal information. As used in this Privacy Policy, the term employee includes both current and former employees. This Privacy Policy is intended to comply with all applicable laws, such as the California Consumer Privacy Act, as amended and the regulations thereunder (the “**CCPA**”). If any provision below conflicts with a legal requirement, then the Company will comply with the applicable law.

A. Collection and Use of Personal Information for Business Purposes

The Company may collect, use, and disclose applicant and employee personal information for business purposes only and consistent with applicable laws. Where the Company discloses personal information to third parties, it does so for the same business purposes described below and where appropriate, requires that such parties maintain its confidentiality and maintain appropriate systems and processes to ensure its security and protection.

In the past twelve months, we have collected, and we may continue to collect and use the following categories of personal information about you to manage your application and, should you be hired, to manage your employment:

Category of Personal Information We Have Collected in the Preceding 12 Months and Will Collect from Applicants and Employees	Whether this Category includes Sensitive Personal Information, as defined under California law	Category of Sources from which the Personal Information is Obtained	Business Purpose for Collecting Personal Information including Sensitive Personal Information	Categories of Third Parties to whom We Disclose Personal Information	Business Purpose for Disclosing Personal Information to Third Parties	Whether this Category of Personal Information is Sold or Shared	Length of Time Personal Information will be Retained or Criteria Used to Determine Length of Time it will be Retained
Contact information: such as your real name, aliases, home and work postal address, personal and work telephone numbers, personal and work email addresses.	No	You (the applicant or employee directly)	We will use this information to open and maintain your applicant/employee records, communicate with you for internal business purposes or emergencies, maintain an internal applicant/employee directory and grant you access to internal systems.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.

<p>Job-related information and qualifications: such as position applied for, previous job roles, education, awards, qualifications, certificates, licenses, financial relationships, compensation and salary information, eligibility for and participation in benefit schemes and award programs, and any other information you choose to provide in your resumes and/or applications as well as work anniversary information and skills and experience over the application/employment period.</p>	No	You (the applicant or employee directly)	We will use this information to assess your personal and professional development, your suitability for hiring, promotions, benefits and other awards, job moves and staff restructuring, conflict of interest reporting, and to fulfill our obligations to regulators (including demonstrating the suitability of applicants/employees for their role).	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
<p>National identification information: such as your social security, driver's license, state identification card, or passport number, your country of birth or the country where you are a registered national or citizen, and any visa or other right to work, and any other information contained on the documents you present to demonstrate your eligibility to work in the United States.</p>	Yes	You (the applicant or employee directly)	We will use this information to determine your eligibility to work and fulfill our obligations to relevant government authorities.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
<p>Age and benefits information: including your date of birth, social security number, marital status information about your pension and other welfare benefits.</p>	Yes	You (the applicant or employee directly)	We will use this to maintain applicant/employment records and assess your eligibility for and/or pay you any statutory or other benefits to which you may be entitled.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
<p>Health and disability records: such as information relating to any disability or health condition that is relevant to your role, including the results of any pre- or post-employment physical or screening examination. This may include information related to temperature or other symptom checks for COVID-19 or other contagious medical conditions as well as information regarding your vaccine status for COVID-19 or other contagious medical conditions.</p>	Yes	You (the applicant or employee directly) and in the case of screening conducted by a service provider, we may receive information from the service provider.	We will use this information to address our legal obligations to you, make any adjustments required to assist you in the performance of your role (should you be hired) and determine whether you are fit to undertake tasks required by your job role. We may use this information to apply any policies or practices relating to COVID-19 or other contagious medical conditions that we determine are appropriate to foster a healthy and safe work environment and one which minimizes the risk of transmission of COVID-19 or other contagious medical conditions.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.

Beneficiaries, dependents and emergency contact information: information about any beneficiaries, dependents, emergency contacts and next of kin	No	You (the applicant or employee directly)	We will use this information to maintain your applicant/employment records and contact the designated contacts in the case of an emergency	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Financial Information: such as your bank account, financial account, or debit card details.	Yes	You (the applicant or employee directly)	Should you be hired, we will use this information to pay you or provide other benefits and process any expense claims.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Travel-related records: frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel or other similar information.	No	You (the applicant or employee directly) or if you arrange any travel through a company service provider. we may receive information from the service provider.	Should you be hired, we will use this information to arrange or reimburse authorized travel, contact you during travel, as necessary with travel service providers, or in an emergency situation	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Professional memberships: information about your membership in professional bodies and consultation bodies	No	You (the applicant or employee directly)	We will use this to assess your personal and professional development and perform our legal obligations in relation to your professional or trade membership.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.

<p>Background checks and screening: such as social security number verification, education verification, criminal records and driver's license checks</p>	<p>Yes</p>	<p>You (the applicant or employee directly)</p>	<p>We will use this to determine your suitability for hire and suitability for certain job roles (to the extent permitted or required by law) and determine your eligibility for certain benefits</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>
<p>References: such as opinions and comments of any previous employers.</p>	<p>No</p>	<p>Your previous employers.</p>	<p>We will use this to determine your suitability for hire and suitability for certain job roles and to fulfill our obligations to regulators (including demonstrating the suitability of applicants/employees for their role to regulators and professional bodies).</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>
<p>Salary and benefits information: salary details, bonus payments, pension details, medical insurance information.</p>	<p>No</p>	<p>We will generate and maintain this information as a result of setting you up for the compensation or benefits.</p>	<p>Should you be hired, we will use this information to allocate resources and process payments of benefits, salary and any other amounts we owe you.</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>
<p>Performance and development records: training records, records of courses and training undertaken, performance reviews and assessments.</p>	<p>No</p>	<p>You (the applicant or employee directly), and for any such matters which you undertake as our employee, we will generate and maintain this information.</p>	<p>We will use this information for career planning and skills monitoring, assessing your suitability for hire or promotions, job moves, and staff restructuring, providing references for future applications and fulfill our obligations to regulators (including demonstrating the suitability of applicants/employees for their role to regulators and professional bodies).</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>

Disciplinary, capability and conduct records: details of warnings and other records relating to conduct.	No	You (the applicant or employee directly)	Should you be hired, we will use this information for assessing and taking action in relation to disciplinary, capability, grievance and conduct issues, maintaining your employment records, monitoring and improving our human resources procedures and processing and fulfilling our obligations to regulators.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Absence records: records relating to time away from work, including vacation, illness and paternity/maternity leave.	No	We will generate and maintain this information as a result of tracking your attendance and any reasons for absences.	Should you be hired, we will use this information to monitor absences and sickness, make decisions relating to human resource allocation, salary and benefit changes and address other issues that may arise from absences.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Health and safety records: information relating to health and safety in the workplace, accidents and near misses and workers compensation claims. See also "Health and disability records" above.	Yes	You (the applicant or employee directly). Also, we will generate and maintain this information as a result of injuries that are reported to us and the management of those injuries. In the case of claims management conducted by a service provider, we may receive information from the service provider. In the case of medical care provided by a service provider, we may receive information from the service provider.	Should you be hired, we will use this to address our legal obligations to you in relation to health and safety in the workplace and workers compensation insurance.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Information we obtain from monitoring: such as records of your use of our computer systems, email or the internet, and recordings from surveillance cameras on our business premises or our clients' business premises.	Yes	The party who maintains the system which is being monitored. This could include systems we maintain and systems others maintain, such as our clients.	Should you be hired, we will use this to monitor your compliance with our internal policies and procedures, to investigate security breaches and misuse of computer equipment and systems, to protect the safety of employees and third parties, and to protect our property and our clients' property from theft, vandalism and damage.	We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.	Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.

<p>Equal opportunities monitoring information: such as your racial or ethnic origin, religion, gender and sexual orientation.</p>	<p>Yes</p>	<p>You (the applicant or employee directly)</p>	<p>We will use this to conduct equal opportunity and diversity monitoring where permitted or required by law.</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>
<p>Information regarding your phone or mobile device: such as your mobile phone number and mobile phone or device billing and usage records.</p>	<p>No</p>	<p>You (the applicant or employee directly) and if you use a company device, we may receive this information from the service provider of the phone service.</p>	<p>We will use this, in accordance with applicable policies, to contact you and to reimburse you for use of your mobile phone or device for employment-related purposes.</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>
<p>Biometric and Geolocation information: such as facial recognition, facial images, fingerprint or handpunch/hand-geometry data collected by a biometric time clock; and your cellphone locator signal, all to uniquely identify you and your location when you clock in and out.</p>	<p>Yes</p>	<p>You (the applicant or employee directly) and the device, software and hardware that contains this information.</p>	<p>Should you be hired, we will use this to monitor and record your hours of work. We may use facial images of you to assist us in identifying you when we reasonably need to do so.</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>
<p>Employee feedback information: such as surveys we conduct to receive your feedback, opinions, ratings and/or other information about your experience with the Company or our clients.</p>	<p>No</p>	<p>You (the applicant or employee directly)</p>	<p>We will use this to address concerns you may have and to evaluate the quality of our practices and services with an effort towards quality improvement.</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>

<p>Video: such as videos captured by a site monitoring camera at our client locations</p>	<p>No</p>	<p>The party who maintains the system which is being monitored. This could include systems we maintain and systems others maintain, such as our clients.</p>	<p>We will use this to understand events and circumstances which may be captured on any such videos to make decisions about your employment if the information on any such videos is relevant to those decisions.</p>	<p>We disclose this information to service providers who we contract with for the business purpose of assisting us in managing and administering our relationship with our applicants and employees. Some of these service providers may be based outside the United States. We may also disclose this information to our clients to whom you are assigned where the client has a reasonable need for this information. We may also disclose this information to a government agency upon request or, where appropriate, voluntarily. We may also disclose this information in connection with any dispute or litigation to which it is relevant.</p>	<p>Certain service providers act as our agent to assist us in managing and administering our relationship with our applicants and employees. Clients may request your information as part of their screening of workers who may or do perform work at their worksite. Government agencies may request your information as part of their efforts to enforce the laws of their jurisdiction and we may voluntarily disclose your information where doing so may assist a government agency in enforcing the laws of their jurisdiction. If the company is involved in litigation, it may be necessary or beneficial for us to disclose your information.</p>	<p>No</p>	<p>Seven years following the end of your employment, or if you are never employed, seven years following your date of application.</p>
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B. The Company does not use or disclose your sensitive personal Information other than for the purposes listed in this Policy (if applicable), including, but not limited to, those listed below and in all cases only to the extent such use is reasonably necessary and proportionate for the listed purpose:

1. To perform the services or provide the goods reasonably expected by an average applicant or employee who requests those goods or services.
2. To prevent, detect, and investigate security incidents that compromise the availability, authenticity, integrity, and or confidentiality of stored or transmitted personal information.
3. To resist malicious, deceptive, fraudulent, or illegal actions directed at the business and to prosecute those responsible for those actions.
4. To ensure the physical safety of natural persons.
5. For short-term, transient use, including, but not limited to, nonpersonalized advertising shown as part of an applicant’s or employee’s current interaction with the business.
6. To perform services on behalf of the business.
7. To verify or maintain the quality or safety of a product, service, or device that is owned, manufactured, manufactured for, or controlled by the business, and to improve, upgrade, or enhance the service or device that is owned, manufactured by, manufactured for, or controlled by the business.
8. For purposes that do not infer characteristics about the applicant or employee. The Company only collects or processes sensitive personal information without the purpose of inferring characteristics about an applicant or employee.

C. Additional Purposes for Using Personal Information

In addition to the uses set forth above, the Company may use and share the categories of personal information identified:

1. To comply with applicable legal and regulatory requests and obligations (including investigations).
2. To establish or defend legal claims and allegations.
3. For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of company policy or rules, or other misconduct.
4. To seek advice from lawyers, auditors and other professional advisers.

5. To permit our agents and service providers to perform those employment related functions that we outsource. Some of these agents or service providers may reside outside of the United States.
6. To provide information to a client who reasonably requests such information in order to address a legitimate business need that the client has (for example a client who reasonably requests information to address a work-related incident or a client who reasonably requests information to evaluate the qualifications of an applicant/employee to perform work for the client).
7. To complete a merger, acquisition or other business combination either with an affiliate or an independent third party. This means that the Company may be acquired by or combine with another entity resulting in the transfer of your information to the acquiring or surviving entity.

D. The CCPA gives applicants and employees the following rights regarding their personal information:

1. The right to know what personal information the business has collected about the applicant or employee, including the categories of personal information, the categories of sources from which the personal information is collected, the business or commercial purpose for collecting, selling, or sharing personal information, the categories of third parties to whom the business discloses personal information, and the specific pieces of personal information the business has collected about the applicants or employees;
2. The right to delete personal information that the business has collected from the applicant or employee, except that a business or a service provider shall not be required to comply with an applicant's or employee's request to delete their personal information if compliance involves a disproportionate effort or if it is necessary for the business or service provider to maintain the applicant's or employee's personal information in order to:
 - a. Complete the transaction for which the personal information was collected, fulfill the terms of a written warranty or product recall conducted in accordance with federal law, provide a good or service requested by the applicant or employee, or reasonably anticipated by the applicant or employee within the context of a business' ongoing business relationship with the applicant or employee, or otherwise perform the employment contract between the business and the applicant or employee.
 - b. Help to ensure security and integrity to the extent the use of the applicant's or employee's personal information is reasonably necessary and proportionate for those purposes.
 - c. Debug to identify and repair errors that impair existing intended functionality.
 - d. Exercise free speech, ensure the right of another applicant or employee to exercise their right of free speech, or exercise another right provided for by law.
 - e. Comply with the California Electronic Communications Privacy Act pursuant to Chapter 3.6 (commencing with Section 1546) of Title 12 of Part 2 of the Penal Code.
 - f. Engage in public or peer-reviewed scientific, historical, or statistical research that conforms or adheres to all other applicable ethics and privacy laws, when the business' deletion of the information is likely to render impossible or seriously impair the ability to complete such research, if the applicant or employee has provided informed consent.
 - g. To enable solely internal uses that are reasonably aligned with the expectations of the applicant or employee based on their relationship with the business and compatible with the context in which the applicant or employee provided the information.
 - h. Comply with a legal obligation.

3. The right to correct inaccurate personal information that a business maintains about an applicant or employee;
4. The right not to receive discriminatory treatment by the business for the exercise of privacy rights conferred by the CCPA, including an employee's, applicant's, or independent contractor's right not to be retaliated against for the exercise of their CCPA rights.

E. How applicants or employees can exercise their CCPA rights to know, delete or correct personal information and what applicants or employees can expect from that process

1. You can exercise your rights under the CCPA by:
 - i. sending an email to californiaprivacyrequest@intersolutions.com.
 - ii. calling the following toll-free number: 856-270-6187.
 - iii. Submitting a request using the [California Privacy Request](#) link available where this Policy is located on the Company's website.
2. In addition, your authorized agent can exercise your rights under the CCPA by:
 - i. sending an email to californiaprivacyrequest@intersolutions.com.
 - ii. calling the following toll-free number: 856-270-6187.
 - iii. Submitting a request using the [California Privacy Request](#) link available where this Policy is located on the Company's website.
3. Upon a request to know, delete or correct personal information, the Company will use reasonable efforts to verify the identity of the requestor. The Company may require the requestor or agent to confirm at least two data points (if only categories of information is involved) and potentially three data points (if specific information is involved) which the Company maintains about the requestor. These data points may include address, phone number, social security number, employee id number, email, last paystub net pay amount or other data points which it would be reasonable to assume only the requestor or his/her authorized agent would know. Alternatively, the Company may text or email a verification code to the requestor's phone or email on file and require the requestor to confirm the code as verification.
4. Upon a request to know, delete or correct personal information received from an authorized agent, the Company will use reasonable efforts to verify the identity and also the authority of the agent and will additionally require the subject of the request to directly confirm with the Company that they provided the authorized agent permission to make the request to know, delete or correct personal information.

F. A contact for questions or concerns about the business's privacy policies and Information practices.

If you have any questions about this Privacy Policy or the Company's Information Practices, or to request this Privacy Policy in another format, please contact us at californiaprivacyrequest@intersolutions.com or you can call following toll-free number: 856-270-6187.

G. This Privacy Policy Was Last Updated on January 31, 2023.