



Privacy Notice at Collection

For California Resident Employees, Job Applicants, Contractors, and Similar Individuals

Revision Effective Date: June 27, 2020

This **Privacy Notice at Collection for California Resident Employees, Job Applicants, Contractors, and Similar Individuals** applies solely to California resident employees, job applicants, contractors or similar individuals ("consumers" or "you") applying with, employed or engaged by CBIZ M&S Consulting Services, LLC ("CBIZ") for the exclusive benefit of Myers and Stauffer LC ("MSLC") (collectively, CBIZ and MSLC are "we"). We adopt this notice to comply with the California Consumer Privacy Act of 2018 (CCPA) and any terms defined in the CCPA have the same meaning when used in this Notice.

Information We Collect

We collect information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer, household, or device ("**personal information**"). Notably, personal information may include some information concerning members of your household, potentially including medical and health insurance information concerning an employee's beneficiaries. Personal information does not include:

- Publicly available information from government records
- Deidentified or aggregated consumer information
- Information excluded from the CCPA's scope, like:
 - health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CMIA) or clinical trial data;
 - personal information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver's Privacy Protection Act of 1994.

Category	Examples	Collected
A. Identifiers.	A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.	YES

<p>B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).</p>	<p>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, or health insurance information.</p> <p>Some personal information included in this category may overlap with other categories.</p>	<p>YES</p>
<p>C. Protected classification characteristics under California or federal law.</p>	<p>Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).</p>	<p>YES</p>
<p>D. Commercial information.</p>	<p>Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.</p>	<p>NO</p>
<p>E. Biometric information.</p>	<p>Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.</p>	<p>NO</p>
<p>F. Internet or other similar network activity.</p>	<p>Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.</p>	<p>YES</p>
<p>G. Geolocation data.</p>	<p>Physical location or movements.</p>	<p>NO</p>
<p>H. Sensory data.</p>	<p>Audio, electronic, visual, thermal, olfactory, or similar information.</p>	<p>NO</p>
<p>I. Professional or employment-related information.</p>	<p>Current or past job history or performance evaluations.</p>	<p>YES</p>
<p>J. Non-public education</p>	<p>Education records directly related to a student maintained by an educational institution or party acting</p>	<p>NO</p>

information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	
K. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	YES

Purposes for Collecting Your Personal Information

We collect the personal information identified above for one or more of the following purposes:

- To fulfill or meet the reason you provided the information. For example, if you share your name and contact information to make an inquiry or apply for a job, we will use that personal information to respond to your inquiry or review and respond to your application.
- To recruit employees and independent contractors, including to conduct background screening and checks
- To administer benefits, such as medical, dental, optical, commuter, and retirement benefits, including recording and processing eligibility of dependents, absence and leave monitoring, insurance and accident management
- To pay/compensate you and reimburse you for expenses, including salary/compensation administration, payroll management, payment of expenses, to administer other compensation related payments, including assigning amounts of bonus payments to individuals, administration of departmental bonus pools and administration of stock option payments
- To monitor or supervise performance of services or conduct performance-related job reviews, including performance appraisals, career planning, skills monitoring, job moves, promotions and staff re-structuring
- To monitor work-related licenses and credentials, including provisioning software licenses for use in the course of an employee’s or contractor's work related responsibilities, and ensure compliance, training, examination and other requirements are met with applicable regulatory bodies
- To provide personnel with human resources management services, including providing employee data maintenance and support services, administration of separation of employment, approvals and authorization procedures, administration and handling of employee claims, and travel administration



- To report on organizational metrics or compile directories
- To support information technology services to the workforce
- For disaster recovery, business continuity and record keeping obligations
- To maintain your contact information details, including altering your details when needed (for example transferring roles with MSLC)
- To assist you in case of emergency, including maintenance of contact details for you, and your dependents in case of personal or business emergency
- To monitor your ability to work in the U.S.
- To conduct healthcare-related services, including conducting pre-employment and employment-related medical screenings for return to work processes and medical case management needs; determining medical suitability for particular tasks; identifying health needs of employees to plan and provide appropriate services, including operation of sickness policies and procedures; and providing guidance on fitness for travel
- To facilitate improvement of the working environment, which includes conducting staff surveys, providing senior management information about other employees and contractors, and conducting training
- To meet applicable professional standards (e.g. American Institute of Certified Public Accountants standards)
- To ensure a safe and efficient working environment, which includes actions relating to disciplinary actions, and code of conduct processes and investigations
- To maintain security on our websites and internet connected-assets, which includes hosting and maintenance of computer systems and infrastructure; management of software and hardware computer assets; systems testing, such as development of new systems and end-user testing of computer systems; training; and monitoring email and Internet access
- To respond to law enforcement requests and as required by applicable law, court order, or governmental regulations
- For any purpose described to you when collecting your personal information
- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by us about employees or contractors is among the assets transferred.

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.



Further Information

If you have any questions or comments about this notice, please contact us at:

Website: <https://myersandstauffer.com/contact-us/>

Email: info@mslc.com

Phone: 800-374-6858