

# NOTICE OF DATA COLLECTION

## Applicants

Please take notice that Ruan collects certain information about you. For more information on Ruan's policies, please refer to Ruan's privacy policy located here.

### **Selling of Personal Information**

Ruan does not sell your personal information.

### **Your Privacy Rights**

As a California resident, under the California Consumer Privacy Act (CCPA) and California Privacy Rights Act (CPRA), you have the following privacy rights regarding your personal information:

- The right to know and right to access the personal information we have collected about you, 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 consumer;
- The right to delete personal information that we have collected from you, subject to certain exceptions;
- The right to correct inaccurate personal information that we maintain about you;
- The right of portability, or right to have us transfer your personal information to other persons or entities upon your request;
- The right to limit the use of your sensitive information if we decide in the future to use such information for purposes other than the purposes listed above; and
- The right not to be discriminated against for exercising your of privacy rights.

To protect the security of your personal information, we will require you to provide us with identifying information for you such as personal email address, personal telephone number, employee identification number, and/or other information that we can match with the personal information we have collected about you to verify your identity.

You may use an authorized agent to request access to or deletion of your personal information. We will require your authorized agent to provide us with either (1) a power of attorney authorizing the authorized agent to act on your behalf or (2) your written authorization permitting the authorized agent to request access to your personal information on your behalf. Further, we will require you or your authorized agent to provide us with identifying information to verify your identity. We may also require you to either verify your own identity directly with us or directly confirm with us that you provided the authorized agent permission to submit the request.

Within 10 days of receiving your request to know, we will confirm receipt of your request and provide information about how we will process your request. Generally, we will respond to your request within 45 days. If we need more time to respond, we will provide you with notice and an explanation of the reason we need more time to respond. We may deny your request if we cannot verify your identity or are legally permitted to deny your request. If we deny your request, we will explain the basis for the denial, provide or delete any personal information that is not subject to the denial, and refrain from using the personal information retained for any purpose other than permitted by the denial. We will maintain a record of your request and our response for 24 months.

### **Where We Get Your Information From**

Ruan collects information about you from the following sources: 1) you. 2) prior employers, references, recruiters, job-related social media platforms. 3) third-party sources of demographic information. And 4) third-party companies, such as background check companies, drug testing facilities. Depending on Ruan's interactions with you, we may or may not collect all of the information identified about you. We also obtain information from resumes that are voluntarily provided and from job interviews.

### **The Personal and Sensitive Personal Information That We Are Collecting**

We are collecting the following information:

- Identifiers, such as name, government-issued identifier (e.g., Social Security number), and unique identifiers (e.g., employee ID).
- Personal information, such as real name, signature, SSN, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, federal identification authorizing work in the United States, education, employment, or employment history.
- Characteristics of protected classifications under California or federal law, such as age, marital status, gender, sex, race, color, disability, citizenship, primary language, immigration status, military/veteran status, disability, request for leave, and medical conditions.
- Inferring characteristics that reveal a person's race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership and personal data concerning a person's health and sex life.
- Audio, electronic, visual, and similar information.
- Professional or employment-related information, such as work history and prior employer.
- Non-public education information.
- Inferences drawn from any of the Personal and Sensitive Personal Information listed above to create a profile or summary about, for example, an individual's preferences and characteristics.

### **How Your Personal and Sensitive Personal Information is Used**

We may use Personal and Sensitive Personal Information:

- To operate, manage, and maintain our business.
- For hiring, retention, and employment purposes.
- To otherwise accomplish our business purposes and objectives, including, for example:
  - Conducting research, analytics, and data analysis.
  - Quality and safety assurance measures.
  - Conducting risk and security controls and monitoring.
  - Protecting confidential and trade secret information.
  - Detecting and preventing fraud.
  - Performing identity verification.
  - Performing accounting, audit, and other internal functions, such as internal investigations.
  - Complying with the law, legal process, and internal policies.
    - Maintaining records.
    - Claims processing.
    - Responding to legal requests for information and subpoenas. and
    - Exercising and defending legal claims.
- To use in Ruan systems for generating unique identifier (e.g., Employee ID), creating/updating employee records,
- Any other purposes authorized by the California Privacy Rights Act, the California Privacy Protection Agency, California or Federal law.

We may or may not have used Personal and Sensitive Personal Information about you for each of the above purposes.

### **Sharing of Personal Information**

We share your information with the following third-party entities: ADP, Principal, Voya, Origami, TenStreet, Vault, Reed Group, and TMW Systems.

**Data Retention**

Ruan retains the information it receives about you for a period of seven years, unless a shorter or longer period is required by California or Federal law. As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our hiring process or continuing relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.

**For Inquiries and/or to Submit Requests for Information, Deletion or Correction**

To exercise your rights included in this notice, please fill out this form or contact Ruan at HRIS@ruan.com or call 866-782-6669 for inquiries about Ruan's policy, or to submit your requests for information, deletion or correction.