



## Privacy Notice for California Employees and Applicants

---

**Originating Area/Department:** Human Resources

For questions regarding this policy, please contact: [HR@IDIQ.com](mailto:HR@IDIQ.com)

**Intended Audience:** California employees and applicants for California-based positions

**Original Draft Date:** January 1, 2023

**Revision Date:** Not Applicable

**Effective Date:** January 1, 2023



## Privacy Notice for California Employees and Applicants

This Privacy Notice for California Employees (“Privacy Notice”) applies solely to all job applicants and employees who reside in the State of California. This Privacy Notice sets forth details about how Identity Intelligence Group, LLC dba IDIQ and its subsidiaries, including Credit Swag Ventures, Inc. and Countrywide Legal Services, LLC, collect and use Personal Information for human resources, employment, benefits administration, health and safety, and business-related purposes and to be in legal compliance. We are committed to protecting the privacy and security of the information we collect and to being transparent about the purposes for which we use your information.

This Privacy Notice does not cover your use of IDIQ’s products or services as a consumer (for more information, please read our website Privacy Policy at <https://www.idiq.com/privacy-policy/>).

### Categories of Personal Information We Collect

Below are the categories of Personal Information we may collect and the purposes for which we intend to use this information:

- **Identifying information**, such as your full name, gender, date of birth, and signature.
- **Demographic data**, such as race, ethnic origin, marital status, disability, and veteran or military status.
- **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- **Dependent's or other individual's information**, such as their full name, address, date of birth, and Social Security numbers (SSN).
- **National identifiers**, such as SSN, passport and visa information, and immigration status and documentation.
- **Educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
- **Employment details**, such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
- **Financial information**, such as banking details, tax information, payroll information, and withholdings.
- **Health and Safety information**, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information.
- **Information Systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on the Company's information systems and networks.
- **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to a Company office location.
- **Sensory or surveillance information**, such as call monitoring and video surveillance.



## Privacy Notice for California Employees and Applicants

### Business or Commercial Purpose for Using or Disclosing the Personal Information We Collect

The Company collects Personal Information to use or disclose as appropriate to:

- Comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with us, including for:
  - onboarding processes;
  - timekeeping, payroll, and expense report administration;
  - employee benefits administration;
  - employee training and development requirements;
  - the creation, maintenance, and security of your online employee accounts;
  - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
  - workers' compensation claims management;
  - employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
  - other human resources purposes.
- Manage and monitor employee access to company facilities, equipment, and systems.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Company policies and procedures.
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company.
- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain the Company's operations, including for safety purposes.
- For client marketing purposes.
- Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and/or agents.
- In other ways if you have asked us to do so or provided consent.



## Privacy Notice for California Employees and Applicants

### Personal Information Sharing

Subject to applicable law, including consent (as required), we may share personal information in the following circumstances (where applicable):

- Internally. Your personal information may be disclosed to personnel involved in the recruiting and hiring processes, Human Resources, or third-party administrators for recruitment or other legitimate business purposes.
- Service Providers. We may share your personal information with service providers in connection with the provision of services including, but not limited to, the following: recruitment, talent acquisition and administration, technology services, background checks, where allowed by applicable law, and employment history checks. We have contracts with our service providers that address the safeguarding and proper use of your personal information.
- Affiliates. We may share your personal information with affiliates under common ownership or control of IDIQ for purposes of recruiting or evaluating job applicants and/or candidates, resource planning, and talent and recruitment as well as other legitimate business purposes such as Human Resources administration and general business management and operations.
- Recruitment Agencies. We may share your personal information with recruitment agencies with whom you provided your personal information or make your personal information publicly accessible to recruitment agencies.
- Your Employer or Organization or Reference Checks. When you apply for a position at IDIQ, we may be required to share personal information when we contact your previous or current employer to verify your employment history or your references.
- Public or Government Authorities. We may share your personal information to comply with our legal obligations, regulations, or contracts, or to respond to a court order, administrative, or judicial process, such as a subpoena, government audit, or search warrant where we are legally compelled to do so. We also may share your information when there are threats to the physical safety of any person, violations of IDIQ policies or other agreements, or to protect the legal rights of third parties, including our employees, users, or the public.
- Corporate Transactions. Your personal information may be disclosed or transferred to relevant third parties in the event of, or as part of the due diligence for, any proposed or actual reorganization, sale, merger, consolidation, joint venture, assignment, transfer, or other disposition of all or part of our business, assets, or stock (including in connection with any bankruptcy or similar proceeding). If a corporate transaction occurs, we will provide notification of any changes to the control of your information, as well as choices you may have.
- Consent. We may share your personal information in other ways if you have asked us to do so or have given consent.



## Privacy Notice for California Employees and Applicants

### **Sales of Personal Information or Sensitive Personal Information**

In the preceding twelve (12) months, IDIQ has not sold Personal Information or Sensitive Personal Information of applicants or employees and does not intend to do so in the future.

### **Retention of Personal Information or Sensitive Personal Information**

Unless a longer retention period is required by law, IDIQ will not retain your personal information longer than is reasonably necessary to fulfill the purposes for which it is processed.

### **Your Consumer Rights and Choices**

Subject to certain limitations, you have the right to (1) request to know more about the categories and specific pieces of Personal Information we collect, use, disclose, and to access your information, (2) request deletion of your Personal Information, (3) request correction of your Personal Information, (4) not be discriminated against for exercising these rights, and (5) limited processing of Sensitive Personal Information.

### **Access Request Rights**

You have the right to request that IDIQ disclose certain information to you about our collection and use of your Personal Information over the past twelve (12) months. Once we receive and confirm your verifiable consumer request (see Exercising Your Rights), we will disclose to you:

- The categories of Personal Information we collected about you.
- The categories of sources for the Personal Information we collected about you.
- Our business or commercial purpose for collecting that Personal Information.
- The categories of third parties with whom we disclose that Personal Information.
- The specific pieces of Personal Information we collected about you.
- If we disclosed your Personal Information for a business purpose, a list identifying the Personal Information categories that each category of recipient obtained.

### **Deletion Request Rights**

You have the right to request that IDIQ delete any of your Personal Information that we collected from you and retained, subject to certain exceptions. Once we receive and confirm your verifiable consumer request (see Exercising Your Rights), we will delete your Personal Information from our records, unless an exception applies.



## Privacy Notice for California Employees and Applicants

We may deny your deletion request under certain circumstances and will inform you of the basis for the denial, which may include, but is not limited to, if retaining the information is necessary for us or our service provider(s) to:

- Complete the transaction for which we collected the Personal Information, provide a good or service that you requested, take actions reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform our contract with you.
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for such activities.
- Enable solely internal uses that are reasonably aligned with consumer expectations based on your relationship with us.
- Comply with a legal obligation.

### Right to Correction

You have the right to correct inaccurate Personal Information maintained by us. Once we receive and confirm your verifiable consumer request (see Exercising Your Rights), we will correct (and direct our service providers to correct) your inaccurate Personal Information from our records, unless an exception applies.

### Right to Limit Processing of Sensitive Personal Information

You have the right to limit our processing of Sensitive Personal Information to that use which is necessary to perform services reasonably expected by an average consumer who requests such services, including processing applications for employment purposes and administering the employment relationship with you. When we collect your Sensitive Personal Information, we collect and use that information in order to perform the services for which that information is necessary and as reasonably expected by you.

### Exercising Your Rights

To exercise the access, data portability, correction, and deletion rights described above, as well as to request that we limit our processing of your sensitive personal information, please submit a verifiable consumer request to us by either:

- Calling us at 951-335-0032
- Emailing us at HR@IDIQ.com

Only you, or a person registered with the California Secretary of State that you authorize to act on your behalf, may make a verifiable consumer request related to your Personal Information.



## Privacy Notice for California Employees and Applicants

You may only make a verifiable consumer request for access or data portability twice within a 12-month period. The verifiable consumer request must:

- Provide sufficient information that allows us to reasonably verify you are the person about whom we collected Personal Information or an authorized representative.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We cannot respond to your request or provide you with Personal Information if we cannot verify your identity or authority to make the request and confirm the Personal Information relates to you.

Making a verifiable consumer request does not require you to create an account with us. We will only use Personal Information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

### Response Timing and Format

We endeavor to respond to a verifiable consumer request within forty-five (45) days of its receipt. If we require more time (up to an additional 45 days), we will inform you of the reason and extension period in writing.

We will deliver our written response by mail or electronically, at your option.

Any disclosures we provide will only cover the 12-month period preceding the verifiable consumer request's receipt. The response we provide will also explain the reasons we cannot comply with a request, if applicable.

If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

### Changes To Our Job Applicant and Employee Privacy Notice

We reserve the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will post the updated notice on our website. If you have any questions or would like to access this policy in an alternative format, please contact Human Resources at [HR@IDIQ.com](mailto:HR@IDIQ.com).