

Privacy Notice to Job Applicants

In compliance with California law, we want to advise you of the information that we collect in connection with your job application, and how we use that information.

The categories of information we collect may include:

- Personal identification information, including name, mailing address, email address, phone number, Social Security number, and driver's license or passport
- Personal characteristics, including family and health information, disabilities, and current health condition including body temperature
- Your training, skills, and abilities, including education, prior work experience, and licenses or permits you hold
- Biometric data, including facial features and fingerprints

We will use the information you submit in the following ways, some of which will apply only if we employ you:

- To evaluate your application
- To administer benefits
- To process payroll and other payments
- To conduct performance reviews
- To monitor compliance with work-related licenses and credentials
- To assist you in case of emergency
- To ensure a safe and productive work environment
- To comply with the law

The information we collect is securely stored within your job application file and in associated tools and databases. We may share this information, on a confidential basis, in order to process your application. If necessary to protect the welfare and safety of others, and to enforce the law, the Company may share your information on a confidential basis with investigators and law enforcement personnel. If you are hired, then our privacy policy for employees will apply. We will not sell your personal information.

Job applicants have the following rights under California law:

- The right to request a copy of any personal information the Company maintains about you;
- The right to request correction of any erroneous information;
- The right to request that the Company delete your personal information, except that the Company may keep information that is necessary to your employment or that the Company is required to keep;

- The right to limit the Company's use of certain sensitive personal information, to the extent this would not require the Company to violate its other legal obligations;
- The right to prior notice if the Company intends to sell your personal information.

You can submit requests regarding any of the above by contacting us:

Hillsides
940 Avenue 64
Pasadena, CA 91105
(323) 254-2274
Fax: (323) 254-0598
rdecarlo@hillsides.org
<https://hillsides.org>

The Company will not discriminate against you for exercising any of your rights under the privacy laws.

If you are not hired, the Company will retain your personal information for three years. You have the right to request that we delete personal information collected from you, although we will retain information when it is necessary to comply with a legal obligation or as otherwise authorized under applicable law.

This notice was reviewed and updated on November 22, 2023.