

Privacy Disclosure for Employees and Job Applicants

Effective Date: January 1, 2020

Attention California Residents

The following is a disclosure under the California Consumer Privacy Act of 2018 (“CCPA”), which becomes effective January 1, 2020. As part of your employment (or application for employment) at ettain group (the “Company”), the Company collects:

- Identifiers like name, employee ID number, home address, telephone number, email address, names and information on family members; date of birth, SSN, marital status, residency and work permit status, military status, race, nationality, passport information;
- Information that is capable of being associated with a particular individual, like photograph/likeness, medical insurance claims, emergency contacts, banking details, information captured on security systems;
- Biometric information, like height, weight, clothing size, likeness in photographs and/or videos, physical limitations and special needs, drug and alcohol testing results, immunization records;
- Audio, electronic, visual, thermal, olfactory information, like information captured on security systems, including Closed Circuit Television (“CCTV”) and key card entry systems;
- Professional or employment-related information, like wage, benefit and retirement account information, sick pay, Paid Time Off (“PTO”), pensions, insurance, age, nationality and passport information of a spouse, child or other eligible dependents and beneficiaries, information from interviews and phone screenings, date of hire, dates of promotions, work history, technical skills, educational background, professional certifications and registrations, language capabilities and training records, records of work absences, vacation/paid time off, entitlement and requests, salary history and expectations, performance appraisals, letters of appreciation and recommendation, and disciplinary and grievance procedures, results of credit and criminal background checks (where permitted by law), health certifications, driving license number, vehicle registration and driving history, the requests and directions of law enforcement authorities or court orders (e.g., child support and debt payment information), date of resignation or termination, reason for resignation or termination, information relating to administering termination of employment (e.g. references), letters of offer and acceptance of employment, resumes or CV’s, cover letter, previous and/or relevant work experience or other experience, education, transcripts, or other information provided to the Company in support of an application and/or the application and recruitment process.

We collect this information for the following purposes: to evaluate you for a position at ettain group, process your payroll, address grievances, provide you with employee benefits, ensure client requirements are met, for tax purposes, and to comply with legal or regulatory requirements.

This information may be shared with:

- Third party vendors who provide services to the operation of our business or employee benefits, such as vendors of information systems, human resources services, financial investment service providers, wellness program service providers, and insurance providers;
- Your financial institution(s) and the company's financial institution(s);
- Governmental agencies, authorities, and law enforcement, if required by law
- The Company's professional advisors (i.e. lawyers, accountants, consultants, auditors, and other professional advisers)
- Client(s) you may perform services for, as well as client vendors who have a need to know
- A buyer or prospective buyer of the Company or its assets and such entity's professional advisors in the context of such a sale

If the Company makes changes to this Employee and Applicant Privacy Disclosure, an updated version will be posted on <http://www.ettaingroup.com> and Workplace. You may also obtain the current version of this Employee and Applicant Privacy Disclosure at any time by contacting the Company per the below.

For more information regarding our external privacy policy, please visit our website <http://www.ettaingroup.com> Please contact Paula Sanders at 855.214.1520 or privacy@ettaingroup.com with any questions about this Employee and Applicant Privacy Disclosure.