

California Employee Privacy Notice

What is the purpose of this document?

This California Employee Privacy Notice (the “Notice”) for San Joaquin Valley College, Inc. and its divisions and subsidiaries, including, but not limited to, San Joaquin Valley College (SJVC), Ember Education, and Carrington College (collectively hereafter, “Employer”), describes Employer’s collection of Personal Information from applicants, employees, and contractors, and the business purposes for which this data will be used. This Notice supplements any other privacy notices and is not intended to override them. This includes, but is not limited to, any provisions in the Employee Handbook as it may be amended from time to time.

For the purposes of this Notice, “Personal Information” means any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, to any individual or a household.

Categories of Personal Information Collected

Employer collects Personal Information about you during the application process and throughout the scope of your employment with Employer. The categories of Personal Information collected may include the following:

- **Identification data**, such as your name, employee/staff ID, date of birth, gender, nationality, and Social Security number or equivalent national identification number.
- **Contact details**, such as your work and home addresses, telephone numbers, work and personal email addresses, and emergency contact details.
- **Family Information**, such as the name, relationship, date of birth, contact details, and social security numbers of your family members, marital status, and any other information that may be needed for the administration of benefits.
- **Information about your job**, such as job title, category and status, work location, department, employment contract, assigned tasks and projects, weekly hours, supervisor’s name, start and end date, and reason for leaving.
- **Job qualifications**, such as your education, training, certifications; and prior work experience.
- **Monitoring information**, such as IT systems usage information related to your use of Employer equipment, systems, and other resources.
- **Communication details**, such as email content, business letter content, business documents, and chat content.
- **Performance and disciplinary information**, such as performance reviews, evaluations and ratings, information about disciplinary allegations, the disciplinary process and any disciplinary warnings, details of grievances, and any outcome.

- **Information about your compensation and benefits**, such as your basic salary, bonus and commission entitlements, insurance benefits (including information about you and your dependents that we provide to the insurer), garnishments, hours and overtime, tax code, holiday entitlement, sick time, accrued salary information, and information relating to your retirement savings plan.
- **Employment related documents and agreements**, such as employment agreements, confidentiality agreements, and proprietary rights agreements.
- **Payment information**, such as your bank details (for payroll and business expense reimbursement purposes only) and business travel and entertainment data.
- **Health information**, as required by law or as necessary to manage the employment relationship, including benefits administration, occupational health, disability accommodation, workers' compensation, and medical leave.
- **Equal opportunity monitoring data**, to the extent voluntarily provided, such as race, ethnicity, disability, and military veteran information.
- **Termination and post-employment information**, such as termination agreements, benefits notices, and unemployment compensations forms.
- **Post-offer criminal background information**, such as any criminal history, revealing felony, misdemeanor, sex offender, probation, and other federal, state and county criminal offense records.

Business Purpose

Employer uses Personal Information, for all purposes related to your application for employment, and the creation, administration, and termination of your employment relationship with the Employer and for all purposes related to Employer's ongoing business operations. These purposes include, but are not limited to, the following:

- Making a decision about your recruitment or appointment.
- To assess your skills, qualifications, and suitability for the work or role for which you are applying.
- To carry out background and reference checks, where applicable.
- To communicate with you about the recruitment process.
- Determining the terms on which you work for Employer.
- Confirming you are legally entitled to work in the United States.
- To administer compensation, including, but not limited to, payment of wages and bonuses and income tax withholding and reimbursement of business expenses.

- Providing employment benefits to you if applicable, for example, medical insurance, dental insurance, life insurance, and retirement savings plans.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary and compensation levels.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of your working relationship with Employer.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your ability to perform the essential functions of your position with or without reasonable accommodation.
- To administer leaves of absence as required by law or company policy.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of Employer's information and communication systems to ensure compliance with Employer's policies.
- To ensure network and information security, including preventing unauthorized access to Employer's computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal employment opportunities monitoring.

- To exercise Employer's rights under applicable law and to support any claim, defense, or declaration in a case or before a jurisdictional and/or administrative authority, arbitration, or mediation panel.
- To meet legal and regulatory requirements including civil discovery in litigation involving Employer or affiliated companies.
- To apply for institutional and programmatic accreditations.
- To provide required directory information in course catalogs.
- To facilitate administrative functions, including, but not limited to, the management and operation of information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning, and the maintenance of licenses, permits and authorizations applicable to Employer's business operations.

Questions

If you have any questions or concerns about this Notice, please contact Employer's Human Resources Department by e-mailing askHR@embered.com.