

Applicant/Employee CCPA Notice

This notice describes the categories of personal information (“PI”) which may be collected by SpecialtyCare, Inc. (“Company”) and the purposes for which the Company may use them. We are providing this notice to you in accordance with California Civil Code Sec. 1798.100(b).

Categories Of Personal Information Collected

Identifiers and Contact information. This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver’s license or state identification numbers, bank account information, and other similar contact information and identifiers.

Protected classification information. This category includes characteristics of protected classifications under California or federal law.

Internet or other electronic network activity information. This category includes without limitation:

- all activity on the Company’s information systems, such as internet browsing history, search history, intranet activity, email communications, social media postings, stored documents and emails, usernames and passwords
- all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an Employee’s use of company-issued devices

Audio, electronic, visual, thermal, olfactory, or similar information. This category includes, for example, information collected from cameras and similar devices, temperature screening scanners, and/or thermometers.

Biometric information. This category includes fingerprints, and certain wellness metrics.

Professional and employment-related information. This category includes without limitation:

- data submitted with employment and credentialing applications including salary history, employment history, employment recommendations, headshots, CV/resume, proof of licensure, registration, and/or certification, proof of professional liability insurance, litigation and malpractice coverage history, etc.
- background check and criminal history
- work authorization
- fitness for duty data and reports
- performance and disciplinary records
- salary and bonus data
- benefit plan enrollment, participation, and claims information
- 401(k) enrollment, participation, and financial data
- leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members

Education information. This category includes education history and proof of highest degree obtained.

Limited medical information. This category includes, without limitation:

- symptoms (as indicated by the CDC and/or guidance from applicable state and local public health officials) and other indicators of potential exposure to or contraction of COVID-19
- COVID-19 vaccination status
- Other vaccination status as required by Company customers
- fitness for duty data and reports
- leave of absence information including household obligations
- physical and mental health data concerning employee and his or her household members, including information needed to confirm that employee is at increased risk of severe illness related to COVID-19
- proof of screening/vaccination for TB, MMR, Varicella, Hepatitis B, Influenza and TDap

Limited contact tracing information. This category includes, without limitation:

- business and personal travel information
- information regarding close contacts, such as whether you have recently been exposed (as defined by the CDC and/or guidance from applicable state and local public health officials) to anyone who has exhibited any COVID-19 symptoms and/or whether you have recently been exposed (as defined by the CDC and/or guidance from applicable state and local public health officials) to anyone who has tested positive for COVID-19

Purposes For Which Personal Information Is Used

- Collect and process employment applications, including confirming eligibility for employment, background and related checks, checks regarding fitness for duty, onboarding, and related recruiting efforts
- Processing payroll and employee benefit plan and program design and administration including enrollment and claims handling, and leave of absence administration
- Maintaining personnel records and record retention requirements
- Communicating with employees and/or employees' emergency contacts and plan beneficiaries
- Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws, guidance, or recommendations
- Preventing unauthorized access to, use, or disclosure/removal of the Company's property, including the Company's information systems, electronic devices, network, and data
- Ensuring and enhancing employee productivity and adherence to the Company's policies
- Investigating complaints, grievances, and suspected violations of Company policy

- Design, implement, and promote the Company's diversity and inclusion programs
- Facilitate the efficient and secure use of the Company's information systems
- Ensure compliance with Company information systems policies and procedures
- Improve safety of employees, customers and the public with regard to use of Company property and equipment
- Improve efficiency, logistics, and supply chain management
- Improve accuracy of time management systems
- Evaluate an individual's appropriateness for a participation position at the Company, or promotion to a new position
- Customer engagement and other legitimate business purposes

To carry out the purposes outlined above, the Company may share information with third parties, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies. The Company may add to the categories of PI it collects and the purposes it uses PI. In that case, the Company will inform you.

If you have questions about this notice, you may call Angela Davis, Vice President Human Resources, at 615-345-5382 or email angela.davis@specialtycare.net or you may call Leah Shirling, Vice President Talent, at 615-345-5597 or email leah.shirling@specialtycare.net.