Enviro Tech an Arxada company - Applicant and Employee CCPA Privacy Notice

This Applicant and Employee CCPA Privacy Notice ("Notice") describes the categories of California applicant and employee personal information ("PI") which Enviro Tech, an Arxada company ("Company"), may collect about you and the purposes for which we may use this PI.

We are providing this Notice to you in accordance with California Civil Code Sec. 1798.100(b) (the "CCPA"). If you have questions about this Notice, please contact us at 209.232.2216.

Categories of Personal Information[1] 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. Commercial information. This category includes records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies. 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 Geolocation data. This category includes GPS location data from company-issued mobile devices and company-owned vehicles. Audio, electronic, visual, thermal, olfactory, or similar information. This category includes, for example, information collected from cameras, thermometers, and similar devices. Biometric information. This category includes fingerprint scans and related information, and certain wellness metrics. Professional and employment-related information. This category includes without limitation: • data submitted with employment applications including salary history, employment history, employment recommendations, etc. • background check and criminal history;

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[1] Personal information does not include publicly available information (i.e., information that is lawfully made available from federal, state, or local government records.)

- work authorization
- fitness for duty data and reports
- symptoms and other indicators of exposure to the coronavirus, COVID-19, and/or vaccination status related to COVID-19
- travel information and information regarding close contacts
- performance and disciplinary records
- salary and bonus data
- benefit plan enrollment, participation, and claims information
- 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 that is not publicly available personally identifiable information as defined in the Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).

Inferences drawn from the PI in the categories above. This category includes engaging in human capital analytics, including but not limited to, identifying certain correlations about individuals and success on their jobs, analyzing data to improve retention, and analyzing employee preferences to inform HR Policies, Programs and Procedures.

Purposes 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 health, 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

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.

To carry out the purposes outlined above, the Company may share PI 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.

If you have questions about this Notice, you may call 209.232.2216.