



CCPA NOTICE TO CALIFORNIA EMPLOYEES AND JOB APPLICANTS REGARDING THE COLLECTION OF PERSONAL INFORMATION

AlphaStaff, Inc. (“AlphaStaff”) adopts this CCPA Notice to California Employees and Job Applicants Regarding the Collection of Personal Information (the “CCPA Notice”) to comply with the California Consumer Privacy Act (“CCPA”). Any terms defined in the CCPA have the same meaning when used in this CCPA Notice.

AlphaStaff is a professional employer organization providing human resources guidance, payroll and tax administration, workers’ compensation administration, employee benefits administration and advisory services, 401(k) plan administration, and technology solutions to businesses. AlphaStaff enters into a co-employment relationship with its client’s employees whereby AlphaStaff and its client contractually allocate and share certain employer responsibilities. AlphaStaff, in the course of its business, asks job applicants, prospective employees, and employees to provide personal information necessary relating to your employment or prospective employment with AlphaStaff’s client and AlphaStaff. This CCPA Notice describes the categories of personal information collected by AlphaStaff and the purposes for which your personal information may be used. AlphaStaff will only collect and process your personal information in accordance with this CCPA Notice, unless otherwise required or permitted by applicable law.

Categories and Uses of Personal Information Collected

AlphaStaff collects and processes information from you for human resource, employment and benefit administration purposes, to provide the services outlined in the service agreement between AlphaStaff and its client (your worksite employer), and where necessary to comply with any local, state, and federal legal obligations. AlphaStaff obtains the categories of personal information listed below directly from you and the information you provide during your job application process, your employee onboarding process, and during the selection of your benefits as an employee. In some cases, AlphaStaff may facilitate the client’s retention of a background check and/or consumer report from a consumer reporting agency once an offer of employment is made to you. AlphaStaff may collect some or all of the following categories of your personal information:

- **Personal identifiers** you provide when you apply for a job, supply information for your benefits, or in context of your employment with us, such as your first and last name, your address, your email address, telephone number, date of birth, social security number, driver’s license number, passport number, other government identification numbers, immigration and work authorization status, signature, and username and/or account name. AlphaStaff collects this information on behalf of its client in order for the client to make an employment and/or job related decision that involves you, to fulfill or meet the reason you provided the information as a job applicant or employee, to provide you with co-employment with AlphaStaff, to manage your co-employment relationship with us and for general employee administration and processing (including employee payroll and benefits administration), and to create, maintain, and secure your online employee accounts with AlphaStaff.
- **Benefit selection and related information** such as your benefit selection, social security number or other government identification number, date of birth, health insurance information, policy number, and selections. AlphaStaff collects this information to administer applicable employee benefit plans, including processing benefit claims, satisfying federal and reporting obligations, and for related employee human resource administration.
- **Protected classification and diversity information** such as age, race, color, national origin, citizenship, marital status, disability, gender, sex, and veteran or military status. AlphaStaff collects this information to comply with local, state, and federal laws and regulations.
- **Professional and employment-related information** such as current or past employment history, education history, employee status and title, job evaluations, employment status, work schedule, job assignments,

hours worked, training and development information, performance evaluation information, disciplinary and counseling information, and termination information. AlphaStaff collects this information to provide to its clients so that they can make an employment and/or job-related decision that involves you.

- **Health and safety information** such as health conditions, if relevant to your employment, job restrictions, workplace accident and illness information, and health insurance policy information. AlphaStaff collects this information to maintain a safe workplace, administer health and workers' compensation programs, and comply with applicable laws.
- **Beneficiary information**, such as name and contact information, relationship to you, birth date, social security or other government identification number, and any other information necessary to process any benefits claims.
- **Financial information** such as banking information for direct deposit, payroll card, pay advance card, tax selections, pay rate, and payroll deduction information. AlphaStaff collects this information for employee related human resource administration (including employee payroll and benefits administration), processing work-related claims (for example, insurance or payment claims), and all related accounting and auditing.
- **Emergency contact information** of person(s) you designate as your emergency contact(s) such as their name and contact information, and their relationship to you. AlphaStaff collects this information to maintain contact information should an emergency involving you arise during your employment.
- **Internet or other electronic network activity information** which includes without limitation: all activity on AlphaStaff's information systems, communication systems and network. AlphaStaff collects this information to fulfill or meet the reason you provided the information as a job applicant or employee, to provide you with co-employment with AlphaStaff, to manage your co-employment relationship with us, for general employee administration and processing (including employee payroll and benefits administration), to create, maintain, and secure your online employee accounts with AlphaStaff, to facilitate the efficient and secure use of Company's information systems, and to prevent unauthorized access to or use of AlphaStaff's information systems, communications systems, network and data.
- **Biometric information** such as fingerprint scans and related information, and certain wellness metrics. AlphaStaff collects this information in connection with enhancing the accuracy of time management systems that utilize biometric information, and for wellness program designs and administration.
- **Inferences drawn from the categories of information above.**

Disclosure to Third Parties

AlphaStaff does not sell or otherwise disclose your personal information to any third parties for any monetary consideration. AlphaStaff only shares your personal information with its client to whom your employment relates (your worksite employer) and with service providers to the extent necessary in order to administer the services identified in the service agreement and in connection with its human resource activities. AlphaStaff also discloses your information when required to or permitted by local, state, or federal law. AlphaStaff, to the extent allowable under federal, state and/or local law, may collect, use, retain, sell, or disclose your information that has been deidentified and aggregated to convert said data to non-personal information that is not regulated by the CCPA.

Changes to This Privacy Notice

AlphaStaff reserves the right to update this CCPA Notice at any time and will provide you with a new CCPA Notice when and if any updates are made. AlphaStaff may process your personal data without your knowledge or consent only where required by applicable law or regulation.