

ADVANCED OFFICE WORKFORCE PRIVACY NOTICE

Dated: January 1, 2021

Collection of Personal Information

This PRIVACY NOTICE applies solely to visitors, users, and others who reside in the State of California, who are job applicants, employees, independent contractors, and corporate officers. We adopt this notice to comply with the California Consumer Privacy Act.

Information We Collect

We collect categories of Personal Information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California resident, household or device. In particular, we have collected the following categories of personal information from our workforce.

Category	Examples (not all inclusive)
A. Personal Identifiers	Name, alias, Social Security number/immigration status, date of birth, signature, home address, e-mail address(es), telephone number(s), driver's license/state identification card number, passport number and other similar identifiers.
B. Demographics and Family	Age, race, ethnicity, gender identification, medical condition, disability status, citizenship, veteran or military status, marital status, and family member information.
C. Professional or Employment Information	Salary/compensation, benefits, beneficiary designations, talent management, disciplinary action, employment contract(s), employment history, performance reviews, professional designations, personnel files, training, visa status, business expenses, use of company products, and pre-hire documents (such as job applications, resumes, background check information, drug test information, and candidate evaluations).
D. Education Information	School records, school(s) attended, dates attended, degree(s) earned, and academic achievements.
E. Financial Information	Retirement account information, bank accounts, investment or brokerage accounts, information on personal property and real estate, student loans, insurance, information regarding estate or tax planning, debts, trusts, credit or debit card number(s), legal issues (e.g. child support, alimony, wage garnishments and subpoenas), and benefits information.
F. Medical Information	Medical history, medical questionnaires, information regarding physical, mental and/or behavioral health, genetic information, wellness activities and subsidies, health insurance information, and information regarding payment for healthcare services.
G. Biometric Information	Fingerprints, facial scans, eye scans, voice recognition, typing cadence, and any other biometric identifier that we may use for security, other operational purposes, or our voluntary wellness program.

H. Internet or Network Activity	Browser history, search history, IP address, mobile device identifier, cookies, use of IT resources, interaction with website applications, and advertisements.
I. Geolocation Data	Global Positioning System (GPS) coordinates, location-tracking information, physical location, or movements.
J. Profile Information	Profiles reflecting a person's preferences, such as interests, hobbies, physical characteristics or description, characteristic tendencies, behaviors, attitudes, or aptitudes, including inferences drawn from any Personal Information.
K. Product Information	Policy/account number(s), policy/account value(s), beneficiary, ownership arrangements, and transaction history.
L. Audiovisual Information	On-site security cameras, pictures, video, and audio recordings.

Use of Personal Information

We may use or disclose the personal information we collect for one or more of the following purposes:

- **Workforce Management** such as:
 - To evaluate individuals for a position with us when applying for a position or we receive the individual's information related to a position at Advanced Office
 - To comply with state and federal laws requiring employers to maintain certain records
 - To process payroll and manage applicable tax withholding and reporting
 - To administer and maintain group health insurance benefits, additional wellness programs, 401(K) and/or retirement plans, life insurance, disability insurance, leave programs and additional fringe benefit programs
 - To manage and/or analyze all aspects of employee performance of their job duties and employment, including, but not limited to, training, talent management, periodic reviews, performance tracking, promotions, and discipline
 - For surveys, research, analysis, and strategic development to implement, maintain and promote an engaging work experience at Advanced Office
 - To review and audit employee interactions with the Field and Advanced Office customers and business partners
 - For employee and facility security
 - To support information technology services to the workforce
 - For emergency training and emergency response
- **Detecting and Protecting** such as:
 - Detecting and protecting against security incidents and malicious, deceptive, fraudulent, or illegal activity, or violations of Advanced Office policies or the law
 - For fraud and crime prevention

- For information protection and cybersecurity
- **Legal/Compliance/Regulatory** such as
 - To meet additional legal, compliance, and regulatory requirements and to defend Advanced Office's right and property
- **Backups and Archives** such as:
 - For disaster recovery, business continuity and record keeping obligations

Rights to your Personal Information

You have a number of legal rights when it comes to your Personal Information, including the right to be informed about the Personal Information we collect and the purposes for which we use your Personal Information.

Your rights under certain applicable laws, such as rights to request access to or deletion of all Personal Information we may hold about you, do not apply to employees and other personnel at this time. However, under other laws, you may have access to certain personnel details to verify the accuracy of or update your data, or you may have other privacy rights as an employee, and you can contact Advanced Office Director of Human Resources for more information and assistance.

As further detailed in our policies on information security, you have no right to privacy in your use of Advanced Office information technology resources, including emails and communications for work purposes which constitute Advanced Office business records and which are monitored and may be reviewed or disclosed at any time without further prior notice for compliance, legal and other operational needs.

Changes to Our Privacy Notice

We reserve the right to amend this Privacy Notice at our discretion and at any time. When we make changes to this Privacy Notice, we will update our website and policy Last Revised date accordingly.

Contact Information

If you have any questions or comments about this Privacy Notice, or need accommodations to access this Privacy Notice, you may contact our Director of Human Resources.