

Employee and Applicant Notice of Collection of Personal Information

This Notice describes the categories of personal information that Pacific Guardian Life (“We”) collects from you as an employee or applicant. It also describes the business purpose(s) for why We collect your personal information. We use the term “personal information” to describe information that can be associated with you and can be used to identify you.

Information We Collect

We collect personal information from the following sources:

- Directly from you
- Indirectly from your interactions with our technologies or our websites
- Public records
- Our sales force
- Research/analytics companies
- Marketing/media companies
- Medical providers
- Consumer reporting agencies
- Other service providers

We collect the following categories of personal information about job applicants and employees:

- Personal information and identifiers, including name, date of birth, home address, driver's license, passport number, and Social Security number
- Demographic information, including age, race, ethnicity, gender identification, disability status, citizenship
- Professional or employment information, including employment contract, salary, disciplinary action, employment history, performance reviews, professional designations
- Educational information, including school(s) attended, dates attended, degree(s) earned, academic achievements
- Financial information, including bank account information and credit check information
- Medical information, including medical history, medical questionnaires, information regarding physical, mental, and behavioral health, information regarding payment for health care services
- Biometric information, including fingerprints
- Internet or network activity browser history, search history, IP address, mobile device identifier, cookies, and data concerning interaction with websites, apps, and advertisements
- Profile information, including profiles reflecting a person's preferences, such as interests, hobbies, characteristic tendencies, behaviors, attitudes, or aptitudes

How We Use the Personal Information We Collect

We may use the personal information we collect from applicants and employees for one or more of the following business or commercial purposes:

- Provide services (including insurance services) to you
- Facilitate the recruiting of employees, including to conduct background screening and checks
- Administer employment benefits, such as medical, dental, optical, commuter, and retirement benefits
- Pay compensation and reimburse employees for expenses
- Monitor work-related licenses and credentials
- Market and advertise our company and its products and services
- Strategic development
- Analytics
- Meet legal, regulatory, and compliance requirements
- Conduct audits
- Detect and protect against security incidents
- Debugging

Contact Information

If you have any questions or comments about this Notice, the ways in which we collect and use your personal information, or your choices and rights regarding such use, please contact us at: 1 (800) 367-5354 or privacy@pacificguardian.com.