



## **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:

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

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

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

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

### **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@pacifiguardian.com](mailto:privacy@pacifiguardian.com).

The Privacy Policy can be found at: <https://www.pacifiguardian.com/privacy-policy>.