

Employee Notice at the Time of Collection

Balance Staffing Workforce LLC. (collectively referred to herein as the “**Company**,” “**us**” or “**we**” and variants such as “**our**”) has created this Notice at the Time of Collection (“**Notice**”) in order to comply with the California Consumer Privacy Act of 2018 (“**CCPA**”) as amended by the California Privacy Rights Act of 2020 (“**CPRA**”). This Notice applies solely to our employees, prospective employees and users of our website (Balancestaffing.com), in each case, who are California residents.

Please note that certain terms used in this Notice, such as “Personal Information”, “Collect”, “Sale”, “Share”, “Process” and “Sensitive Personal Information” (and their variants) have the meanings given to such terms in the CCPA/CPRA, and not the common meanings of these terms in conversational English.

The Company is collecting your Personal Information and Sensitive Personal Information to support its business operations, including for the business purposes listed in the charts below.

We also Share Personal Information (as the term “Share” is defined pursuant to the CCPA/CPRA) with our Clients/Customers, in order to perform our services, from time to time.

This Notice is supplemental to any other privacy notices we may send you, and the notices in our website’s privacy policy. Please review all of our notices together to obtain a full understanding of our data handling and sharing practices.

As we provide our services to you, we engage in marketing activities, and we make our website available to you, we may collect the Personal Information categories listed in the charts below. The charts also list for each category our expected retention period, use purpose, and whether we Sell the information or Share it with third parties for cross-context behavioral advertising.

Personal Information Collection, Business Purpose and Indication of whether information is Sold or Shared:

Personal Information Category	Retention Period	Business Purpose	Is this information Sold? (Yes/No)	Is this information Shared? (Yes/No)
A. Identifiers, including name, signature, social security number, physical address, email address, and government issued identification numbers.	Duration of relationship plus 7 years	To provide our services To provide information requested To improve our products and services To identify potential clients To market our products and services To process payment	No	No

		<p>For verifying identity</p> <p>For fraud prevention purposes</p> <p>To process payments</p> <p>To comply with law</p>		
<p>B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)), including: name, signature, social security number, physical address, email address, government issued identification numbers, employment information, and financial information.</p>	<p>Duration of relationship plus 7 years</p>	<p>To provide our services</p> <p>To provide information you requested</p> <p>To improve our products and services</p> <p>To identify potential clients</p> <p>To market our services</p> <p>For verifying identity</p> <p>For fraud prevention purposes</p> <p>To process payments</p> <p>To comply with law</p>	No	No
<p>C. Protected classification characteristics under California or federal law, including: race, ethnicity, gender, disability, and age.</p>	<p>Duration of relationship plus 7 years</p>	<p>To provide our products and services to clients</p> <p>To comply with law</p>	No	No
<p>D. Commercial information, including records of personal property, and services purchased or obtained.</p>	N/A	None	N/A	N/A
<p>E. Biometric information.</p>	<p>Duration of relationship plus 7 years</p>	<p>To process time records</p>	No	No
<p>F. Internet or other similar network activity, including: browsing history, search history, IP</p>	N/A	None	No	No

address, and information on a consumer's interaction with the website.				
G. Geolocation data.	N/A	None	No	No
H. Sensory data, including photographs.	Duration of relationship	To provide services For verifying identity	No	No
I. Professional or employment-related information.	Duration of relationship plus 7 years	To provide our services To process pre-employment screenings To comply with law	No	No
J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	Duration of relationship plus 7 years	To process pre-employment screenings To provide our services	No	No
K. Inferences drawn from other Personal Information, including: profiles reflecting a person's preferences, trends, and behaviors.	Duration of relationship plus 7 years	To provide pre employment services	No	No

Sensitive Personal Information Collection, Business Purpose and Indication of whether information is Sold or Shared:

Sensitive Personal Information Category	Retention Period	Business Purpose	Is this information Shared? (Yes/No)	Is this information Shared? (Yes/No)
A. Government identifiers, including: social security, driver's license, state identification card, and passport numbers.	Duration of relationship plus 7 years	To process payments for our services To provide our services	No	No
B. Complete account access credentials, including: username	Duration of relationship	To provide our services	No	No

and password, and account number.		To provide our services		
B. Precise geolocation	N/A	None	No	No
C. Racial or ethnic origin	N/A	None	No	No
D. Religious or philosophical beliefs	N/A	None	No	No
E. Union membership	N/A	None	No	No
F. Genetic data	N/A	None	No	No
G. Mail, email or text messages contents not directed to us	Duration of relationship	To provide our services	No	No
H. Unique identifying biometric information	N/A	None	No	No
I. Health, sex life, or sexual orientation information	N/A	None	No	No

If you have any questions about this Notice, or wish to opt out of the Sale or Sharing of your information, please contact us at legal@balancestaffing.com.

This Notice is effective January 1, 2023.