



CCPA Notice at Collection for California Employees and Applicants

TDI Administrative Services and its affiliated companies (collectively “JPI”) collects and uses your personal information, including sensitive personal information, for human resources, employment, benefits administration, health and safety, and business-related purposes and to be in legal compliance/the business purposes listed in the chart below. We are committed to properly handling the personal information collected or processed in connection with your employment relationship with us. We are providing this notice to you in accordance with California Civil Code section 1798.100(b).

We will not sell the personal information, including any sensitive personal information. We collect about our employees or applicants for employment. We may store and use your information for the purposes set forth in the chart below.

To opt-out of personal information sales or sharing, visit <https://www.jpi.com/ccpa-optout>

To view our full privacy, visit <https://www.jpi.com/privacy-policy/>.

Personal Information Category	Retention Period	[Business Purpose]
Identifiers , such as your full name, contact information, gender, date of birth, signature, Social Security number, driver's license or state identification numbers, and similar information for your dependents and beneficiaries.	Four years	<ul style="list-style-type: none">• Recruit and process employment applications, including verifying eligibility for employment and conducting background and related checks• Conduct employee onboarding• Maintain and administer payroll and employee benefit plans, including enrollment and claims handling• Maintain personnel records and complying with record retention requirements• Provide employees with human resources management services and employee data maintenance and support services• Communicate with employees and their emergency contacts and plan beneficiaries

		<ul style="list-style-type: none"> • Comply with applicable state and federal labor, employment, tax benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws • Prevent unauthorized access to or use of the Company property, including information systems, electronic devices, network, and data • Ensure employee productivity and adherence to Company policies • Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy • Respond to law enforcement requests and as required by applicable law or court order • Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents
California Customer Records employment and personal information, such as your name, signature, Social Security number, physical characteristics or description, photograph, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, current employment, employment history, membership in professional organizations, licenses and certifications, bank account number, credit card number, debit	Four years	<ul style="list-style-type: none"> • Same purposes as for identifiers category

card number, or any other financial, medical or health insurance information.		
Protected classification characteristics under California or federal law , such as age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, reproductive health decisionmaking, military and veteran status, or genetic information (including familial genetic information).	Four years	<ul style="list-style-type: none"> • Comply with federal and state equal employment opportunity laws • Design, implement, and promote the Company's diversity and inclusion programs • Perform workforce analytics, data analytics, and benchmarking • Conduct internal audits, grievances, and suspected violations of Company policy • Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents
Commercial information , such as transaction information, purchase history, and financial details.	Four years	<ul style="list-style-type: none"> • Respond to law enforcement requests and as required by applicable law or court order • Maintain client records, identify trends in our client relationships, process insurance claims, screen potential residents, collections activity, and conduct business analytics
Internet or other similar network activity information , including all activity on the Company's information systems (such as internet browsing history, search history, intranet activity, email communications, social media postings, stored documents and emails,	Four years	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of Company information systems • Ensure compliance with Company information systems policies and procedures. • Comply with applicable state and federal laws • Prevent unauthorized access to, use, or disclosure or removal of the

<p>usernames, and passwords) and all activity on communications systems (such as phone calls, call logs, voicemails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an employee's use of company-issued devices).</p>		<p>Company's property, records, data, and information</p> <ul style="list-style-type: none"> • Enhance employee productivity • Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy • Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents
<p>Sensory and surveillance data, such as COVID-19 related temperature checks and call monitoring and video surveillance.</p>	<p>Four years</p>	<ul style="list-style-type: none"> • Comply with applicable state and federal laws, including on workplace health and safety • Prevent unauthorized access, use, or loss of the Company property • Improve customer service • Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents
<p>Professional or employment-related information, such as employment application information (work history, academic and professional qualifications, educational records, references, and interview notes, background check, drug testing results, work authorization, performance and disciplinary records, salary, bonus, commission, and other similar compensation data, benefit plan enrollment, participation, and claims information, leave of absence information including religious, military</p>	<p>Four years</p>	<ul style="list-style-type: none"> • Recruit and process employment applications, including verifying eligibility for employment, background checks, and onboarding • Design and administer employee benefit plans and programs, including for leaves of absence. • Maintain personnel records and comply with record retention requirements. • Communicate with employees and their emergency contacts and plan beneficiaries. • Comply with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment

and family obligations, health data concerning employee and their family members.		<p>opportunity, workplace safety, and related laws.</p> <ul style="list-style-type: none"> • Prevent unauthorized access to or use of the Company's property, including its information systems, electronic devices, network, and data. • Ensure employee productivity and adherence to the Company policies. • Conduct internal audits and investigate complaints, grievances, and suspected violations of the Company policy. • Evaluate and provide useful feedback about job performance, facilitate better working relationships, and for employee professional development • Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents
Non-public education information , such as education records, degrees and vocational certifications obtained, report cards, and transcripts.	Four years	<ul style="list-style-type: none"> • Evaluate an individual's appropriateness for hire, or promotion or transfer to a new position at the Company.

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact hr@jpi.com or by phone at 972-556-1700.

Revised: September 2023