



California Consumer Privacy Act Employee Disclosure

Dear ADR Services, Inc. Employee or Applicant,

This disclosure describes the categories of Personal Information that ADR Services, Inc. may collect from you for business purposes relating to the management of ADR Services, Inc. operations in accordance with the California Consumer Privacy Act (CCPA) (Civil Code §1798.100, et seq.). The CCPA defines Personal Information as categories of information that identifies, relates to, describes or is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly to a particular individual or household.

ADR Services, Inc. may collect, receive, maintain and/or share the following categories of Personal Information of our employees for the following business purposes:

	Categories of Personal Information	Purposes
Category A	Identifiers, such as name, mailing address, email address, telephone number, Social Security number, driver's license number or other similar identifiers.	1-9
Category B	Personal information, as defined in Civil Code §1798.80, such as name, signature, contact information, insurance information, education, employment history and bank account information.	1-9
Category C	Characteristics of protected classifications under California or federal law, such as sex, age, race, national origin, marital status, citizenship, immigration status, military/veteran status, disability or medical conditions. ¹	1, 3, 5, 9-10
Category D	Commercial information such as bank account information for direct deposit.	1
Category E	Biometric information such as facial recognition and fingerprints.	Not applicable
Category F	Internet or other electronic network activity information, such as browsing history, search history, and interactions with an internet website, application or advertisement.	6, 7, 8, 11
Category G	Geolocation data such as device location.	6, 8
Category H	Audio, electronic, visual, or similar information – photographs of employees in connection with our business activities.	1, 3, 12

¹ ADR Services, Inc. does not collect employee information regarding ancestry, religion or creed, genetic information, AIDS/HIV status, sexual orientation, gender identity and expression, primary language, political affiliation/activities or domestic violence victim status.

Category I	Professional or employment-related information such as work history and prior employer, human resources data and data necessary for benefits.	1-9
Category J	Educational information subject to the federal Family Educational Rights and Privacy Act, such as student records.	Not applicable
Category K	Inferences drawn from any of the above information to create a summary or evaluation for purposes such as an individual's preferences, abilities, aptitudes and characteristics.	1, 2, 5

ADR Services, Inc. may obtain information in the above categories as needed for the following approved Business Purposes or Secondary Business Purposes including:

1. Payroll, benefits, human resources and personnel management;
2. Business process execution and internal business management;
3. Maintaining personnel records and record retention requirements;
4. Communicating with applicants and employees and/or employees' emergency contacts;
5. Collect and process employment applications, confirming eligibility for employment, conducting background checks and onboarding;
6. Facilitate the efficient and secure use of the Company's information systems, ensure compliance with Company policies and procedures;
7. Internal audits or investigations of complaints, grievances and suspected violations of Company policy;
8. Preventing unauthorized access to or use of the Company's property, including information systems, network and data;
9. Complying with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment opportunity, workplace safety and related laws;
10. Design, implement and promote the Company's diversity and inclusion programs.
11. Disaster recovery and business continuity; and
12. Business marketing, recruiting and client relations.

If you have any questions about the collection and maintenance of your Personal Information or about the security of your Personal Information, please contact Theresa Nguyen at theresa@adrservices.com or (310) 201-0010.