



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:

- Educational information, including school(s) attended, dates attended, degree(s) earned, and academic achievements.
- Internet or network activity browser history, search history, IP address, mobile device identifier, cookies, and data concerning interaction with websites, apps, and advertisements.
- Personal identifiers, including name, date of birth, age, home address, and citizenship.
- Professional or employment information, including employment contract, salary, disciplinary action, employment history, performance reviews, and professional designations.
- Profile information, including profiles reflecting a person's preferences, such as interests, hobbies, characteristic tendencies, behaviors, attitudes, or aptitudes.

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

- Biometric information, including fingerprints.
- Demographic information, including race, ethnicity, gender identification, and disability status.
- 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.
- Government identifiers, including driver's license, passport number, and Social Security number.

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:

- Administering employment benefits, such as medical, dental, optical, commuter, and retirement benefits
- Analytics
- Conducting audits
- Debugging
- Detecting and protecting against security incidents
- Facilitating the recruiting of employees, including conducting background screening and checks
- Marketing and advertising our company and its products and services
- Providing services (including insurance services) to you
- Meeting legal, regulatory, and compliance requirements
- Monitoring work-related licenses and credentials
- Paying compensation and reimbursing employees for expenses
- Strategic development

How We Retain Personal Information We Collect

Personal information is retained based on its content, purpose, and applicable laws and regulations. The retention period for a particular record may be extended due to possible or impending litigation.

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.

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