



Gusmer Enterprises, Inc. (“Gusmer”) provides this notice as required by the California Consumer Privacy Act of 2018 (“CCPA”), and its subsequent amendments, to explain Gusmer’s practice of collecting Personal Information and Sensitive Personal Information (defined in the CCPA) from applicants, employee, beneficiaries, emergency contacts, board members or contractors residing in the State of California.

## Personal Information Collected

Categories of Personal Information	Examples
Identifiers	Real name, alias, postal address, unique personal identifier, online identifier, internet protocol address, email address, account name, social security number, driver’s license number, passport number, or other similar identifiers.
Personal Information categories in California Customer Records statute (Cal. Civ Code §1798.80(e))	Name, signature, social security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.
Protected classification characteristics under California or federal law	Age, race, color, 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 for same sex benefits, veteran or military status.
Commercial information	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.
Biometric information	Individual’s physiological, biological, or behavior characteristics. Biometric information includes, but is not limited to fingerprint, face, hand, palm, and voice recordings.
Internet or other similar network activity	Browsing history, search history, and information regarding a consumer’s interaction with an internet website.
Geolocation data	Physical location through Internet Protocol (IP) address labeled to identify device on the internet.
Sensory data	Audio, electronic, visual, thermal, olfactory, or similar information.
Professional or employment-related information	Current or past job history or performance evaluations.



Education information, as defined by the Family Educational Rights and Privacy Act	None.
Inferences drawn from other personal information	Consumer's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, or abilities.
Sensitive personal information	<p>Anything that reveals an individual's personal information, such as Social Security number, driver's license number, state identification card, passport number, account log-in, password, precise geolocation, racial or ethnic origin, religious or philosophical beliefs, or union membership.</p> <p>Sensitive personal information is a subtype of personal information consisting of specific information categories. While we collect information that falls within the sensitive personal information categories listed in this table, the CCPA does not treat this information as sensitive because we do not collect or use it to infer characteristics about a person.</p>

Personal Information does not include publicly available information (information available from federal, state, or local government records) or information that is deidentified or aggregated consumer information.

## How Categories of Personal Information Is Used

Gusmer may use the collected Personal Information from you or about you to do one or more of the following:

- To fulfill the purpose for which you provided the information (for example, applying for a job or becoming an employee).
- To contact you about information related to your employment or potential employment.
- To create an account and secure your information.
- To ensure authorization to work in the United States and to secure continued authorization.
- To process payroll and secure and administer employee benefits and benefits for employee dependents.
- To maintain a safe work environment by monitoring work premises, adhere to OSHA and CalOSHA requirements, and evaluate ability to safely perform essential duties.
- To evaluate performance, compensation, and career and development opportunities
- To evaluate and process business expense and education reimbursement
- To have designated contacts for emergency and tragic events
- To ensure appropriate and secure access to company information
- To celebrate achievements and extend gratitude



- To process benefits including disability and worker comp.
- To process any of your requests.
- To provide you with support and address your concerns.
- As part of internal or external publicity regarding our work and those that work for us.
- To report to government agencies, as required by applicable law.
- To respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.
- As described to you when collecting your personal information or as otherwise set forth in the CCPA or subsequently agreed to by you.

## **Notice of Sharing or Selling Information**

- Gusmer does not sell or share any personal information or sensitive personal information of its applicants, employees, beneficiaries, employee emergency contacts, board members, or independent contractors with third parties. However, it may share information when necessary as described above.
- Gusmer does not collect, sell or share information about individuals under the age of 16. However, it may share information if such a person is listed as a recipient of Company benefits by an employee.

## **Right to Know**

- You or your authorized agent may request to know how particular information collected about you is shared by the Company. Please contact the Human Resource representative listed below for this request.

## **Right to Delete**

- In order to request the Company delete your information, you or your authorized agent must contact the Human Resource representative listed below. The Company reserves the right to deny the request if the information is used to facilitate our employment or service to you or is required to be maintained by law. In that event, we will provide you with notice of determination within a reasonable time.

## **Right to Opt Out**

- We do not sell your information to third parties. We do share information, but only for the purpose of maintaining the employment relationship, or when otherwise required by law. In order to opt out from the Company sharing personal information, you or your authorized agent must contact the Human Resource representative listed below. The Company reserves the right to explain the purpose of sharing the information at issue and



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obtain your written confirmation of the request to opt out, which may affect an employee or service provider's pay or benefits.

## **Right to Correct Inaccurate Information**

- If you determine that information collected by Gusmer is inaccurate, you or your authorized agent may request that it correct that information by contacting the Human Resource representative listed below.

## **Right to be Free from Discrimination**

- You have a right to be free from retaliation or discriminatory treatment in exercising your privacy rights conferred by the CCPA as described herein or elsewhere in the law.

## **Retention of Information**

- Gusmer retains payroll records and documents with personal information in a manner that complies with state and federal document retention laws.

## **Miscellaneous**

- If you contact Gusmer about these topics, Gusmer will compare your identifying information to the personal information we have to verify the request is valid. The amount of information we request may differ depending on the type of request as well as the type, risk, and value of the personal information involved.
- If your authorized agent is making any request described herein, they will be required to provide a signed authorization from you, in order for the Company to process the request.

If you have any questions regarding this notice, please send us an email at [privacy@gusmerenterprises.com](mailto:privacy@gusmerenterprises.com) or calling 559-256-5442.

Date last updated: 6/28/2023