



California Consumer Privacy Act Employee Disclosure

Respecting the privacy of our clients and worksite employees is an essential part of our privacy program. We are committed to the proper handling of the personal information collected or processed in connection with your relationship with us. This disclosure describes the categories of personal information ADP TotalSource® collects and the purposes for which we process that information in accordance with section 1798.100 (b) of the California Consumer Privacy Act (CCPA). 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.”

As a result of the Professional Employer Organization (PEO) services we provide your worksite employer, we collect, receive, maintain and/or share the following categories of personal information:

	Categories of personal information collected	Business purposes
Category A.	Identifiers, such as name, contact information, online identifiers and Social Security numbers and other government-issued ID numbers;	1,2,4,5,6,7,8,10,14,15,17 ³
Category B.	Personal information, as defined in the California consumer records law, such as name, contact information, insurance policy number, education, employment, employment history, financial information, medical information and health information; ¹	1,2,4,5,6,7,8,10,14,15,17 ³
Category C.	Characteristics of protected classifications under California or federal law, ² such as sex, age, race, religion, national origin, disability, medical conditions and information, citizenship, immigration status and marital status;	1,5,6 ³ ,10,15,17 ³
Category E. ^{3,4}	Biometric information, such as facial recognition and fingerprints;	3
Category F. ^{4,5}	Internet or network activity information, such as browsing history and interactions with our website, applications or systems;	12
Category G. ^{3,4,5}	Geolocation data, such as device location;	1,3,6,12

¹ This includes 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.

² This includes sex (including pregnancy, childbirth, breastfeeding and related medical conditions), age (40 and over), race, color, religion or creed, ancestry, national origin, disability, medical conditions, genetic information, AIDS/HIV status, marital status, sexual orientation, gender identity and expression, citizenship, primary language, immigration status, military/veteran status, political affiliation/activities, domestic violence victim status and request for leave.

³ Only applicable if your worksite employer has selected to receive 401(k) services.

⁴ Only applicable if your worksite employer has selected to receive time keeping services.

⁵ Only applicable if your worksite employer has selected to receive screening and selection services.

Category H ⁵	Audio, electronic, visual and similar information, such as images and audio, video or call recordings created in connection with our business activities;	7,10
Category I	Professional or employment-related information, such as work history and prior employer, human resources data and data necessary for benefits and related administrative services; and	1,2,3 ³ ,7,10 ⁴
Category J ⁵	Education information subject to the federal Family Educational Rights and Privacy Act, such as student records.	10

Personal Information is collected for the following purposes:

1. To comply with state and federal law and regulations;
2. To process payroll;
3. To track time and attendance;
4. To manage workers' compensation claims;
5. To administer and maintain benefits, including group health insurance;
6. To administer and maintain retirement service;
7. To manage employee performance of their job duties, including promotions, discipline and/or termination;
8. To conduct workplace investigations;
10. To obtain and verify background checks;
12. To implement, monitor and manage electronic security measures on devices that are used to access networks and systems (e.g., incident management);
14. To maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance;
15. To anonymize and/or aggregate data to perform workforce analytics, data analytics and benchmarking; and
17. To provide, validate or communicate services by ADP or ADP TotalSource directly to individuals.

If you have any questions about the collection and processing of your personal information or about the security of your personal information, please contact your worksite employer.