

CCPA Notice at Collection for California Employees and Applicants

Outside GC LLC and Outside GC CA LLP (collectively, “**OGC**”) collects and uses Personal Information for human resources, employment, benefits administration, health and safety, and business-related purposes and to be in legal compliance.

Below are the categories of Personal Information we may collect and the purposes for which we intend to use this information:

Categories:

- **Identifying information**, such as your full name, gender, date of birth, and signature.
- **Demographic data**, such as race, ethnic origin, marital status, disability, and veteran or military status.
- **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- **Dependent's or other individual's information**, such as their full name, address, date of birth, and Social Security numbers (SSN).
- **National identifiers**, such as SSN, passport and visa information, and immigration status and documentation.
- **Educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
- **Employment details**, such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
- **Financial information**, such as banking details, tax information, payroll information, and withholdings.
- **Health and Safety information**, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information.
- **Information Systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on OGC's information systems and networks.
- **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to a Company office location.
- **Sensory or surveillance information**, such as COVID-19 related temperature checks and call monitoring and video surveillance.
- **Profile or summary** about an applicant's preferences, characteristics, attitudes, and aptitudes.

OGC collects Personal Information to use or disclose as appropriate to:

- Comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with us, including but not limited for:
 - onboarding processes;
 - timekeeping, payroll, and expense report administration;
 - employee benefits administration;
 - employee training and development requirements;
 - the creation, maintenance, and security of your online employee accounts;

- reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
 - workers' compensation claims management;
 - employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
 - other human resources, finance, compliance or operations purposes.
- Manage and monitor employee access to company facilities, equipment, and systems.
 - Conduct data security, internal audits and workplace investigations.
 - Investigate and enforce compliance with and potential breaches of Company policies and procedures.
 - Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of OGC.
 - Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
 - Perform workforce analytics, data analytics, and benchmarking.
 - Administer and maintain OGC's operations, including for safety purposes.
 - For client marketing purposes.
 - Exercise or defend the legal rights of OGC and its employees, affiliates, customers, clients, contractors, and agents.

To view our privacy policy visit <https://www.outsidegc.com/privacy-policy>.

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 privacy@outsidegc.com or (617) 737-5000.