

CALIFORNIA Notice of Collection of Personal Information -- Employees, Contractors, and Applicants

The California Consumer Privacy Act (CCPA) gives California residents who are employees, contractors, and job applicants of United Concordia Companies Inc. or HM Insurance Group, each an affiliate of the same corporate parent, and for purposes of this Privacy Notice, collectively referred to as “Company,” the right to know what categories of personal information Company collects about them and the purposes for which Company uses that information. References to “we” in this Privacy Notice mean Company.

As used in this Privacy Notice, “Personal Information” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household. Personal Information includes, but is not limited to, the categories of personal information identified below if such information identifies, relates to, describes, is reasonably capable of being associated with, or could be reasonably linked, directly or indirectly, with a particular individual or household.

The following table provides appropriate details on the categories of Personal Information that we collect and the purpose for which we collect them:

Category of Personal Information Collected	Representative Data Elements	Purpose for Collecting
<p>Job Applicant Data We collect this type of information from:</p> <ul style="list-style-type: none"> You 	<p>Data elements in this category include:</p> <ul style="list-style-type: none"> Name Contact Information Personal Details (Gender, Date of Birth, Race/Ethnicity, Veteran Status Disability Status) Work Experience Education Skills Certification/License Awards/Recognitions Screening Questionnaire Results Offer Details 	<p>We use this type of information for:</p> <ul style="list-style-type: none"> Workforce recruiting activities Reviewing job applicant submissions Comparing job requirements against qualifications Conducting any necessary background checks Communicating with you about job application status
<p>Work History and Performance Data We collect this type of information from:</p> <ul style="list-style-type: none"> You 	<p>Data elements in this category include:</p> <ul style="list-style-type: none"> Job Details (Position, Job Profile, Job Type (full-time or part-time), Shift, Length of Service, Hire Date) Job History Supervisory Management Chain Organizational Chart Organizational Details (Company, Cost Center, Location, Affiliate, Pay Group, Operating Unit, Operating Group) Union Membership (Active Date, Seniority Date, Membership Type) Additional Data (Eligibility for Rehire, Mail Drop) Tax Elections (Form W-4's) Payment Elections (Direct Deposit Information) 	<p>We use this type of information for:</p> <ul style="list-style-type: none"> Job/position administration in our workforce management systems Payroll administration Vacation/Leave administration Regulatory reporting (e.g., to the Internal Revenue Service) Maintaining performance information, including self-evaluations and manager reviews Ensuring any necessary job licenses, certifications, or clearances have

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	<ul style="list-style-type: none"> • Payslips • Tax Documents (Form W-2's) • Time off and Leave Requests • Time off Balance • Education • Previous Job History • Certifications/Licenses • Work Experience • Languages • Career Interests • Development Experiences • Individual Goals • Performance Reviews • Disciplinary Action • Name • Personal Details (Gender, Date of Birth, Marital Status, Race/Ethnicity, Citizenship Status) • Documents (I-9, Telework Agreement, Etc.) • Veteran Self-Identification • Disability Self-Identification • Feedback Received • Feedback Requested 	
<p>Compensation Data We collect this type of information from:</p> <ul style="list-style-type: none"> • You 	<p>Data elements in this category include:</p> <ul style="list-style-type: none"> • Pay Grade • Base Pay Range • Base Pay Rate • Eligible Compensation Plans • Pay Change History 	<p>We use this type of information for:</p> <ul style="list-style-type: none"> • Compensation administration purposes, including standard payroll, disbursement of bonuses, calculating merit increases, and reviewing pay profiles and structures
<p>Benefits Data We collect this type of information from:</p> <ul style="list-style-type: none"> • You 	<p>Data elements in this category include:</p> <ul style="list-style-type: none"> • Benefits (Enrolled Plans, Coverage Dates, Coverage, Employee Cost, Employer Contribution) • Dependent name, relationship, Social Security number, Date of Birth, Gender, Contact Information, Student Status, Dates, Disability Status • Beneficiary name, relationship, Social Security number, Date of Birth, Gender, Contact Information 	<p>We use this type of information for:</p> <ul style="list-style-type: none"> • Benefits administration purposes, including managing employee benefit elections, enrolling dependents in coverage, and • Coordinating any payment due to beneficiaries
<p>Contact Data We collect this type of information from:</p> <ul style="list-style-type: none"> • You 	<p>Data elements in this category include:</p> <ul style="list-style-type: none"> • Emergency Contacts • Home Contact Information (Address, Phone, Email) • Work Contact Information (Address, Phone, Email) 	<p>We use this type of information for:</p> <ul style="list-style-type: none"> • Employment administration purposes, including maintaining up-to-date contact information for you and your designees

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<p>Government Issued ID We collect this type of information from:</p> <ul style="list-style-type: none"> • You 	<p>Data elements in this category include:</p> <ul style="list-style-type: none"> • Social Security number 	<p>We use this type of information for:</p> <ul style="list-style-type: none"> • Employment administration purposes, including identity validation • Regulatory reporting (e.g., to the Internal Revenue Service)
<p>Company Created ID We collect this type of information from:</p> <ul style="list-style-type: none"> • You 	<p>Data elements in this category include:</p> <ul style="list-style-type: none"> • Company Created ID 	<p>We use this type of information for:</p> <ul style="list-style-type: none"> • Employment administration purposes, including managing your job/position profile and identity validation in our workforce management systems
<p>Health Condition/Status</p> <ul style="list-style-type: none"> • You 	<p>Data elements in this category include:</p> <ul style="list-style-type: none"> • Screening questions such as whether you have a cough, fever, loss of smell or taste, or similar COVID symptoms, and whether you have been exposed to COVID or have traveled to a high-risk area 	<p>We use this type of information for:</p> <ul style="list-style-type: none"> • Workplace health and safety purposes, including adherence to COVID screening and mitigation plans and protocols

In addition to the purposes identified above, Company may use and disclose any and all personal information that we collect as necessary or appropriate to:

- Comply with laws and regulations, including (without limitation) applicable tax, health and safety, anti-discrimination, immigration, labor and employment, and social welfare laws.
- Monitor, investigate, and enforce compliance with and potential breaches of Company policies and procedures and legal and regulatory requirements.
- Comply with civil, criminal, judicial, or regulatory inquiries, investigations, subpoenas, or summons.
- Exercise or defend the legal rights of Company and its employees, affiliates, customers, contractors, and agents.

If you have any questions regarding this Privacy Notice, you can contact the Human Resources department at HRServices@highmarkhealth.org.

Effective date: January 1, 2020.

Last revised date: July 1, 2020.