

APPLICANT/EMPLOYEE NOTICE AT COLLECTION OF PERSONAL INFORMATION

ECLIPSE ADVANTAGE, LLC DOES NOT SELL OR SHARE YOUR PERSONAL INFORMATION

ECLIPSE ADVANTAGE HAS NOT SOLD OR SHARED PERSONAL INFORMATION IN THE PAST 12 MONTHS

ECLIPSE ADVANTAGE HAS ACTUAL KNOWLEDGE THAT IT DOES NOT SELL OR SHARE PERSONAL INFORMATION OF INDIVIDUALS UNDER 16 YEARS OF AGE

The purpose of this Notice at Collection is to provide applicants and employees of Eclipse Advantage, LLC or any of its affiliates (the “Company” or “we” or “us”) working in California with timely notice, at or before the point of collection, about the categories of personal information to be collected from them, the purposes for which the personal information is collected or used, and whether that information is sold or shared (it is not), so that applicants and employees have a tool to exercise meaningful control over the Company’s use of their personal information. For example, upon receiving this Notice at Collection, the applicants and employees can use the information in the notice as a tool to choose whether to engage with the Company. We may collect your personal information directly from you or through our information technology systems or indirectly through a third party who acts on our behalf to collect your personal information. As used in this Notice, the term employee includes both current and former employees.

What We Collect

Category of Personal Information We Have Collected in the Preceding 12 Months and Will Collect from Applicants and Employees	Whether this Category includes Sensitive Personal Information, as defined under California law	Business Purpose for Collecting Personal Information including Sensitive Personal Information	Whether this Category of Personal Information is Sold or Shared	Length of Time Personal Information will be Retained or Criteria Used to Determine Length of Time it will be Retained
Contact information: such as your real name, aliases, home and work postal address, personal and work telephone numbers, personal and work email addresses.	No	We may use this information to open and maintain your applicant/employee records, communicate with you for internal business purposes or emergencies, maintain an internal applicant/employee directory and grant you access to internal systems.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Job-related information and qualifications: such as position applied for, previous job roles, education, awards, qualifications, certificates, licenses, financial relationships, compensation and salary information, eligibility for and participation in benefit schemes and award programs, and any other information you choose to provide in your resumes and/or applications as well as work anniversary information and skills and experience over the application/employment period.	No	We may use this information to assess your personal and professional development, your suitability for hiring, promotions, benefits and other awards, job moves and staff restructuring, conflict of interest reporting, and to fulfill our obligations to regulators (including demonstrating the suitability of applicants/employees for their role).	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
National identification information: such as your social security, driver’s license, state identification card, or passport number, your country of birth or the country where you are a registered national or citizen, and any visa or other right to work, and any other information contained on the documents you present to demonstrate your eligibility to work in the United States.	Yes	We may use this information to determine your eligibility to work and fulfill our obligations to relevant government authorities.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Age and benefits information: including your date of birth, social security number, marital status information about your pension and other welfare benefits.	Yes	We may use this to maintain applicant/employment records and assess your eligibility for and/or pay you any statutory or other benefits to which you may be entitled.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.

Health and disability records: such as information relating to any disability or health condition that is relevant to your role, including the results of any pre- or post-employment physical or screening examination. This may include information related to temperature or other symptom checks for COVID-19 or other contagious medical conditions as well as information regarding your vaccine status for COVID-19 or other contagious medical conditions.	Yes	We may use this information to address our legal obligations to you, make any adjustments required to assist you in the performance of your role (should you be hired) and determine whether you are fit to undertake tasks required by your job role. We may use this information to apply any policies or practices relating to COVID-19 or other contagious medical conditions that we determine are appropriate to foster a healthy and safe work environment and one which minimizes the risk of transmission of COVID-19 or other contagious medical conditions.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Beneficiaries, dependents and emergency contact information: information about any beneficiaries, dependents, emergency contacts and next of kin	No	We may use this information to maintain your applicant/employment records and contact the designated contacts in the case of an emergency	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Financial Information: such as your bank account, financial account, or debit card details.	Yes	Should you be hired, we may use this information to pay you or provide other benefits and process any expense claims.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Travel-related records: frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel or other similar information.	No	Should you be hired, we may use this information to arrange or reimburse authorized travel, contact you during travel, as necessary with travel service providers, or in an emergency situation	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Professional memberships: information about your membership in professional bodies and consultation bodies	No	We may use this to assess your personal and professional development and perform our legal obligations in relation to your professional or trade membership.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Background checks and screening: such as social security number verification, education verification, criminal records and driver's license checks	Yes	We may use this to determine your suitability for hire and suitability for certain job roles (to the extent permitted or required by law) and determine your eligibility for certain benefits	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
References: such as opinions and comments of any previous employers.	No	We may use this to determine your suitability for hire and suitability for certain job roles and to fulfill our obligations to regulators (including demonstrating the suitability of applicants/employees for their role to regulators and professional bodies).	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Salary and benefits information: salary details, bonus payments, pension details, medical insurance information.	No	Should you be hired, we may use this information to allocate resources and process payments of benefits, salary and any other amounts we owe you.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Performance and development records: training records, records of courses and training undertaken, performance reviews and assessments.	No	We may use this information for career planning and skills monitoring, assessing your suitability for hire or promotions, job moves, and staff restructuring, providing references for future applications and fulfill our obligations to regulators (including demonstrating the suitability of applicants/employees for their role to regulators and professional bodies).	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Disciplinary, capability and conduct records: details of warnings and other records relating to conduct.	No	Should you be hired, we may use this information for assessing and taking action in relation to disciplinary, capability, grievance and conduct issues, maintaining your employment records, monitoring and improving our human resources procedures and processing and fulfilling our obligations to regulators.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Absence records: records relating to time away from work, including vacation, illness and paternity/maternal leave.	No	Should you be hired, we may use this information to monitor absences and sickness, make decisions relating to human resource allocation, salary and benefit changes and address other issues that may arise from absences.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Health and safety records: information relating to health and safety in the workplace, accidents and near misses and workers compensation claims. See also "Health and disability records" above.	Yes	Should you be hired, we may use this to address our legal obligations to you in relation to health and safety in the workplace and workers compensation insurance.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Information we obtain from monitoring: such as records of your use of our computer systems, email or the internet, and recordings from surveillance cameras on our business premises or our clients' business premises.	Yes	Should you be hired, we may use this to monitor your compliance with our internal policies and procedures, to investigate security breaches and misuse of computer equipment and systems, to protect the safety of employees and third parties, and to protect our property and our clients' property from theft, vandalism and damage.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Equal opportunities monitoring information: such as your racial or ethnic origin, religion, gender and sexual orientation.	Yes	We may use this to conduct equal opportunity and diversity monitoring where permitted or required by law.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.

Information regarding your phone or mobile device: such as your mobile phone number and mobile phone or device billing and usage records.	No	We may use this, in accordance with applicable policies, to contact you and to reimburse you for use of your mobile phone or device for employment-related purposes.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Biometric and Geolocation information: such as facial recognition, facial images, fingerprint or handpunch/hand-geometry data collected by a biometric time clock; and your cellphone locator signal, all to uniquely identify you and your location when you clock in and out.	Yes	Should you be hired, we may use this to monitor and record your hours of work. We may use facial images of you to assist us in identifying you when we reasonably need to do so.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Employee feedback information: such as surveys we conduct to receive your feedback, opinions, ratings and/or other information about your experience with the Company or our clients.	No	We may use this to address concerns you may have and to evaluate the quality of our practices and services with an effort towards quality improvement.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.
Video: such as videos captured by a site monitoring camera at our client locations	No	We may use this to understand events and circumstances which may be captured on any such videos to make decisions about your employment if the information on any such videos is relevant to those decisions.	No	Seven years following the end of your employment, or if you are never employed, seven years following your date of application.

Here is a link to the Company's Privacy Policy which is available on the Company's website:

Eclipse California Privacy Policy: <https://www.eclipseadvantage.com/privacy-policy>

Questions

If you have any questions about this Notice at Collection, or to request this Notice in another format, please contact us at californiaprivacyrequest@eclipseia.com.