

TABLE 1

Categories of Personal Information	Examples of Data within Category	Purpose for Collection and Use
Identifiers	Name, postal address, internet protocol address, email address	<ul style="list-style-type: none"> • Administer the employee/contractor relationship • Comply with legal obligations • Facilitate communications and efficiency • Provide benefits • Ensure the safety of employees, contractors, facilities, and property
Demographic	Birth date, national origin, country of residence	<ul style="list-style-type: none"> • Demographic
Personal information categories listed in the California Customer Records statute	Name, address, telephone number	<ul style="list-style-type: none"> • Administer the employee/contractor relationship • Comply with legal obligations • Facilitate communications and efficiency • Provide benefits • Ensure the safety of employees, contractors, facilities, and property
Protected classification characteristics under California or federal law	Age, gender, ethnicity	<ul style="list-style-type: none"> • Administer the employee/contractor relationship • Comply with legal obligations • Provide benefits
Internet or other similar network activity	Browsing history, search history, and information regarding a consumer's interaction with an internet website, application, or advertisement	<ul style="list-style-type: none"> • Administer the employee/contractor relationship • Facilitate communications and efficiency • Provide benefits • Ensure the safety of employees, contractors, facilities, and property
Geolocation data	Geographic location	<ul style="list-style-type: none"> • Facilitate communications and efficiency • Ensure the safety of employees, contractors, facilities, and property
Sensory data	Audio, electronic, visual, thermal, olfactory, or similar information	<ul style="list-style-type: none"> • Facilitate communications and efficiency • Ensure the safety of employees, contractors, facilities, and property
Professional or employment-related information	Information about previous employment	<ul style="list-style-type: none"> • Administer the employee/contractor relationship • Comply with legal obligations • Ensure the safety of employees, contractors, facilities, and property
Non-public education information	School records or transcripts	<ul style="list-style-type: none"> • Administer the employee/contractor relationship • Comply with legal obligations • Provide benefits • Ensure the safety of employees, contractors, facilities, and property

Other	<ul style="list-style-type: none"> • Marital and dependent status • Beneficiary and emergency contact information • Bank account details and payroll information • Wage and benefit information • Compensation history • Performance information • Insurance enrollment information • Trade union membership under some circumstances • Start date • Employment location • Education and training • Employment records (including professional memberships, references, work history, and proof of work eligibility) • Photograph • Other personal details included in a resume or cover letter 	<ul style="list-style-type: none"> • Administer the employee/contractor relationship • Comply with legal obligations • Provide benefits • Ensure the safety of employees, contractors, facilities, and property
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TABLE 2

Category	Examples of PI in the Category	Purpose for Use	Retention Period
Identifiers	<ul style="list-style-type: none"> • Social security number 	Payroll, benefits, and random drug testing program	Term of employment/engagement + 7 yrs
	<ul style="list-style-type: none"> • Driver's license or state ID number • Passport number 	Employment verification – I-9 DOT compliance (DOT drivers for the company only)	Term of employment/engagement + I-9 requirement
Characteristics of protected classifications under California or federal law	<ul style="list-style-type: none"> • Racial or ethnic origin (optional, if self-disclosed) 	Self-disclosure	
Financial/health	<ul style="list-style-type: none"> • Bank account numbers 	Payroll	Term of employment/engagement + 7 yrs