

Notice at Collection for California Applicants

Effective Date: January 1, 2023

Last Update: December 28, 2022

This Notice at Collection for California Applicants (the “**California Applicant Collection Notice**”) describes Cafe Valley, Inc. (herein defined as “Café Valley,” “Company,” “we,” “us,” or “our”) in collection and use of Personal Information of California applicants, in accordance with the California Consumer Privacy Act (“**CCPA**”), as amended by the California Privacy Rights Act (“**CPRA**”). Any terms defined in the CCPA and CPRA have the same meaning when used in this California Applicant Collection Notice.

I. Information We Collect

The type of information we may collect through the employment application and recruitment process include the following personal and sensitive personal information:

- **Identifiers:** Such as a legal name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.
- **Personal Information Categories Listed in the California Customer Records Statute:** Such as a 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, credit information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories.
- **Characteristics of Protected Classifications under California or Federal Law:** Such as age, race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, or veteran or military status.
- **Professional and Employment-Related Information:** Such as career interests, salary requirements, experience, skills, work history, resume, certifications, licensure, background screening information (e.g., criminal and other public records and history; public court records; or motor vehicle and driving records), professional registrations, emergency contact information, job title and role information, job status (e.g., full-time, part-time, on leave), training information (e.g., confirmation of training completed), technology usage, compensation, proposed and actual compensation changes, bonuses, expenses, reimbursement, payroll and payroll deductions, direct deposit elections, relocations, performance appraisals, grievances, corrective actions, information reported to compliance hotline, information gathered through internal investigations, accidents and injuries, medical leave and vacation requests, time sheets, billing information, expenses, reimbursements, training, onboarding and offboarding information, and information collected for purposes of administering benefits (e.g., employee contributions, beneficiaries).

- **Inferences Drawn from other Personal Information:** To create a profile about a California applicant reflecting his/her preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, aptitudes, general reputation, and mode of living.

II. **Our Use and Retention of Your Information**

We may use the above-described categories of information for one or more of the following business or commercial purposes:

- **Recruitment Management:** To recruit and hire employees, including evaluating employment applications, considering California applicants for potential positions or opportunities with Café Valley, communicating with California applicants; to administer background, clearance, and driving record checks, and other investigative consumer reports, as applicable; to determine eligibility for employment, including confirming and ensuring compliance of California applications' ability to work in the United States, and conducting onboarding of new California employees.
- **Compliance with Law:** To comply with employment laws, regulations, and legal processes.

Cafe Valley may share some of the personal information with third-party vendors as necessary for us to consider an application for employment. Such vendors may include the entity that hosts our job application processes. Other than this business purpose, Cafe Valley does not share applicant information, and we never sell applicant information. We do not use or disclose sensitive personal information for purposes beyond the minimum purposes permitted by the CCPA or CPRA.

We will retain your application information and documentation for the retention period as required by law, and may retain it beyond the required period, if deemed to be reasonably necessary to fulfill an ongoing business need, or to comply with applicable tax, legal, or accounting requirements. Please note that if you accept an offer of employment, the information obtained by Cafe Valley through the application and recruitment processes will become part of your employment record and used for employment-related purposes subject to applicable law.

III. **Changes to this California Applicant Collection Notice**

We may update this California Applicant Collection Notice from time to time to address changes in our practices, and as technologies and laws change. If we make changes to this California Applicant Collection Notice, we will revise the Last Updated date identified at the top of the first page. Any changes will become effective upon our posting of the revised California Applicant Collection Notice on the applicable job application webpage.

IV. **How to Contact Us**

If you have questions or any need for assistance relating to the content in this California Applicant Collection Notice, you may contact us by email at: lurango@cafevalley.com, by phone at: 602-278-2909, or by writing us at the following address: Café Valley, attention VP of Human Resources, 7000 West Buckeye Road. Phoenix, AZ 85043