

## Notice at Collection for California Applicants

The Center for Autism and Related Disorders (the “**Company**”) is providing you with this Notice at Collection for California Applicants (“**Notice**”) to inform you about:

1. the categories of Personal Information that the Company collects about applicants who reside in California; and
2. the purposes for which the Company uses that Personal Information.

For purposes of this Notice, “**Personal Information**” means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a natural person that the Company collects about its applicants, who reside in California, in their capacity as applicants for positions with the Company.

### Assistance for Disabled Applicants

Alternative formats of this Notice are available to individuals with a disability. Please contact [careers@centerforautism.com](mailto:careers@centerforautism.com) for assistance.

## 1. **Identifiers and Professional Or Employment-Related Information**

- 1.1 **Personal Information Collected:** The Company collects identifiers and professional or employment-related information, including the following:

**Identifiers:** real name, nickname or alias, postal address, telephone number, e-mail address, signature, online identifier, Internet Protocol address, driver’s license number or state identification card number, and passport number.

**Professional or Employment-Related Information:** evaluations, membership in professional organizations, professional certifications, and employment history.

- 1.2 **Purposes of Use:**

<b>Recruiting:</b>	
<ul style="list-style-type: none"> <li>• To evaluate applicants’ qualifications for employment with the Company</li> <li>• To communicate with applicants</li> <li>• For diversity and inclusion purposes</li> <li>• To create a talent pool for future job openings</li> <li>• For recordkeeping purposes</li> </ul>	<ul style="list-style-type: none"> <li>• To demonstrate applicants’ agreement to, or acceptance of, documents presented to them, e.g., pre-employment arbitration agreement, acknowledgement of employment application, offer letter</li> <li>• To evaluate and improve the recruiting process</li> </ul>
<b>Monitoring, Security, And Compliance:</b>	

<ul style="list-style-type: none"> <li>• To monitor use of Company information systems and other electronic resources</li> <li>• To conduct internal audits</li> <li>• To conduct internal investigations</li> <li>• To protect the safety and security of the Company's facilities</li> </ul>	<ul style="list-style-type: none"> <li>• To report suspected criminal conduct to law enforcement and cooperate in investigations</li> </ul>
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**2. Personal Information Categories from Cal. Civ. Code §1798.80(e)**

The Company collects categories of Personal Information listed in Cal. Civ. Code §1798.80(e) (other than those already listed in “Identifiers,” above) as follows for the purposes listed below:

- Photograph and physical description: for security and internal identification purposes.
- Medical information: (a) for occupational health and safety compliance and record-keeping; (b) to conduct fitness-for-duty examinations; and (c) to respond to an applicant’s medical emergency.

**3. Characteristics of Protected Classifications Under California Or Federal Law**

The Company collects information about race, national origin, disability, sex, and veteran status as necessary to comply with legal obligations, including the reporting requirements of the federal Equal Employment Opportunity Act, and California’s Fair Employment and Housing Act.

The Company also collects the following characteristics (in addition to those listed above) for its diversity and inclusion programs: (a) religion (includes dress and grooming practices and encompasses all aspects of religious belief, observance and practice); (b) sex (includes gender, pregnancy, childbirth, breastfeeding, or related medical conditions; also, sexual orientation); (c) disability; (d) gender identity; (e) gender expression; (f) marital status; (g) age, (h) familial status.

The Company also uses this Personal Information for purposes including: disability, familial status, marital status, and pregnancy, childbirth, breastfeeding, and related medical conditions as necessary to comply with the Family Medical Leave Act and California law; military and veteran status as necessary to comply with leave requirements under applicable law; age incidentally to the use of birth date for birthday celebrations and identity verification; religion and pregnancy, childbirth, breastfeeding, and related medical conditions as necessary for accommodations under applicable law; national origin as necessary to comply with immigration laws; and marital status and familial status as necessary to provide benefits and for tax purposes.

The Company collects this category of Personal Information on a purely voluntary basis and uses the information only in compliance with applicable laws and regulations.

#### **4. Biometric Information**

- 4.1 **Personal Information Collected:** The Company collects biometric information, including the following: fingerprints.
- 4.2 **Purposes of Use:** to conduct criminal history background checks.

#### **5. Education Information**

- 5.1 **Personal Information Collected:** The Company collects education information, including the following: academic transcripts, educational discipline records, and academic counseling records.
- 5.2 **Purposes of Use:** to evaluate applicants' qualifications for employment with the Company and to conduct a pre-employment background check.

#### **Purposes Potentially Applicable to Any of The Categories of Personal Information Listed Above**

The Company also may use applicants' Personal Information to facilitate administrative functions and information technology operations and for legal reasons and corporate transactions. These functions include, but are not limited to the following:

- to manage and operate information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning;
- to manage litigation involving the Company, and other legal disputes and inquiries and to meet legal and regulatory requirements;
- in connection with a corporate transaction, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of the Company or any of its subsidiaries or affiliates; and
- to manage licenses, permits and authorizations applicable to the Company's business operations.