



CCPA Employee and Applicant Notice

JANUARY 1, 2023

This notice is to all job applicants, employees, owners, directors, officers, and contractors who work for or on behalf of Imagine Learning LLC and who reside in the State of California (“you”). During your work with or for Imagine Learning we may need to collect, use, and store information that is personal to you. We are committed to protecting the privacy and security of such personal information we collect and to being transparent about the purposes for which we use your personal information. This notice sets forth our policies and practices for handling the information we collect and use in the employment context.

CATEGORIES OF PERSONAL INFORMATION WE COLLECT AND HOW WE USE IT

Imagine Learning collects and processes information from you for human resource, employment and benefit administration purposes, and where necessary to comply with any local, state, and federal legal obligations. Imagine Learning obtains the categories of personal information listed below directly from you and the information you provide during your job application process with our clients or with our recruiters, your employee onboarding process, and during the selection of your benefits as an employee. In some cases, Imagine Learning may obtain a background check and/or consumer report from a consumer reporting agency once an offer of employment is made. Such information includes, by way of example name, alias and other names, age, race, color, national origin, citizenship, marital status, physical or mental disability, sex (including gender, gender identity, gender expression), veteran or military status, email address, telephone or mobile phone number, address, Social Security Number, driver’s license number or state ID card number, passport number, sign-in and device Information, including username and password, account name or number, and other online or device identifiers, educational, professional, and employment-related information, financial information, such as banking information for direct deposit, debit card number, credit card number, tax selections, pay rate, and payroll deduction information, geolocation data, including badge access, and biometric information, including fingerprints. We retain personal information about you for as long as necessary during and after your employment with Imagine Learning.

DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

Imagine Learning does not sell or otherwise disclose your personal information to any third parties for any monetary consideration. We may disclose your personal information to the following categories of recipients: (1) Imagine Learning affiliates; (2) external service providers, such as payroll and tax administrators, pensions and benefits providers and administrators, human resources administrators, IT systems and support providers, account monitoring services, financial institutions, telecommunications providers, insurance companies; (3) Local governmental, regulatory, and supervisory authorities, and/or judicial agencies or other public or official bodies, as permitted or required under applicable law; (4) potential investors and their advisors, auditors and legal counsel in connection with a corporate restructuring, sale or assignment of assets, merger, divestiture or other changes of control; and (5) to third parties in circumstances where we are required to do so by law, regulation or legal process (such as a court order or subpoena), with your expressed consent, to promote benefits offered by third parties through Imagine Learning or when we believe disclosure is necessary in order to achieve any purpose disclosed under this notice.



PROTECTION OF PERSONAL INFORMATION & YOUR RIGHTS

As a California resident you have the following rights under the CCPA in relation to personal information we have collected about you, to the extent required by the CCPA and subject to verification:

Right to Know/Access: The right to request certain information about our collection and use of personal information about you as described below:

- The specific pieces of your personal information collected.
- The categories of your personal information collected.
- The categories of sources from whom your personal information is collected.
- The purpose for collecting your personal information.
- The categories of third parties with whom we have shared your personal information.

Right to Delete: The right to request that we delete certain personal information we have about you.

Freedom from Discrimination: You have the right to be free from unlawful discrimination for exercising any of the rights above.

To make a request in relation to the above rights, please contact us using the contact information below. To fulfill your request, we will need to verify your identity. Only you or someone legally authorized to act on your behalf may make a request related to your personal information. To designate an authorized agent, the authorized agent must provide sufficient information that allows us to reasonably verify that you authorize them to act on your behalf.

CONTACT INFORMATION & UPDATES

We may update this notice from time to time, in which case the revised notice will be posted to our intranet or provided to you in writing, by email, or mail. If you have any questions about this notice and the ways in which we collect and use your information, please do not hesitate to contact us through the privacy office at privacy@imaginelearning.com or at:

Imagine Learning LLC
Attn: Privacy Office
8860 E. Chaparral Rd.
Scottsdale, AZ 85250.