[Dealership] (“Dealership,” “we,” “us” or “our”) respects the privacy of the information job applicants and our employees entrust to us. This Notice at Collection applies to both the online and offline collection of information. We do not and will not sell your personal information. For more information regarding our privacy practices, view our Privacy Policy at [*insert URL for Privacy Policy*].

|  |
| --- |
| **Categories of personal information we collect from you** |
| **Identifiers**, such as: name, postal address, email address, IP address, identification numbers (e.g., social security number, driver’s license number, state identification number, military identification number or passport number) |
| **Other personal information described in Civil Code Section 1798.80(e)**, such as: phone number; bank account number; insurance policy number and/or your signature |
| **Physical description and characteristics of protected classifications under California or federal law**, such as: a photocopy/scan of government issued identification reveals personal information. For example:* + Driver’s license/state identification card - includes your image, date of birth, physical description and gender
	+ Permanent resident card - includes your image, date and place of birth;
	+ Social security card - includes your social security number
	+ Passport - includes your image, date and place of birth and your nationality
 |
| **Biometric information**, such as: images of your face. Our timekeeping system uses facial recognition when employees clock in and out of work.  |
| **Sensory data**, such as: audio information from voicemail messages and/or recorded phone calls (with your consent)  |
| **Professional or employment related information**, such as: information regarding past or current occupation, and certifications. |
| **Education information**, such as: information regarding degrees earned or whether you are or will soon be a college graduate |
| **Health Information**, such as Covid-19 symptom checks, alcohol and drug screen results, information relating to employee leaves and requests for disability accommodations |
| **The business or commercial purposes for which the categories of personal information will be used:** |
| * To communicate with you;
* Consider your suitability for employment; run background checks (with your consent); and check your references
* Check your driver’s license status and driving record (if you will be driving our vehicles); verify your identity; confirm your eligibility to work in the United States; and/or to complete government forms
* Symptom checks relating to the Covid-19 virus are conducted to determine whether you may enter our facilities
* Confirm acknowledgement of receipt of documents we provide to you

If you are hired, to:* Populate and administer employment-related documents; for payroll, withholding, and employee benefits; enable payroll direct deposits
* Some phone calls are recorded (with your consent) for training our staff and for quality assurance purposes
* Evaluate and/or process leaves of absence or disability accommodations
* Ensure accurate records of your time at work
 |