



### **Candidate Privacy Notice**

The purpose of this Candidate Privacy Notice ("Notice") is to inform individuals who inquire about and/or apply for employment with California Association of Food Banks ("CAFB") of the categories of personal information we collect from candidates and the purposes for which we use such personal information. This notice is intended to comply with all applicable laws, such as the California Consumer Privacy Act ("CCPA") and California Privacy Rights Act ("CPRA"). If any provision below conflicts with a legal requirement, then CAFB will comply with the applicable law.

#### **1. Collection and Use of Candidate Personal Information**

CAFB collects, uses, and discloses Personal Information about job candidates for business purposes only and is consistent with applicable laws. Where CAFB discloses Personal Information to third parties, it does so for the same business purposes described below and, where appropriate, requires that such parties maintain its confidentiality and maintain appropriate systems and processes to ensure its security and protection.

We may collect and use the following categories of Personal Information about you to when you inquire about and/or apply for employment at CAFB:

<b>Category of Personal Information</b>	<b>How we use it</b>
<b>Contact information:</b> such as your name, home and work address, personal and work telephone numbers, personal and work email addresses.	We will use this information to open and maintain candidate records and communicate with you regarding your interest in a job opportunity with us, your application for employment, or updates on your candidacy.
<b>Job-related information and qualifications:</b> such as position applied for, previous job roles, education, awards, qualifications, certificates, licenses, financial relationships, compensation and salary information, and any other information you choose to provide in your resumes and/or applications.	We will use this information to assess your suitability for a position at CAFB and conflict of interest reporting.
<b>National identification information:</b> such as your country of birth or the country where you are a registered national or citizen, and any visa or other right to work.	We will use this information to determine your eligibility to work and fulfill our obligations to relevant government authorities.
<b>Travel-related records:</b> frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel or other similar information.	We will use this information to arrange or reimburse travel where you require travel to interview with us or in connection with your candidacy for employment, contact you during travel, as necessary with travel service providers, or in an emergency situation.



Category of Personal Information	How we use it
<b>Results of background checks and screening:</b> such as education verification and criminal records and driver's license checks.	We will use this to determine your suitability for certain job roles (to the extent permitted or required by law).
<b>References:</b> such as opinions and comments of any previous employers.	We will use this to determine your suitability for certain job roles.
<b>Equal opportunities monitoring information:</b> such as your ethnicity, religion and sexual orientation.	We will use this to conduct equal opportunity and diversity monitoring where permitted or required by law.

## 2. Additional Purposes for Using Personal Information

In addition to the uses set forth above, CAFB may use and share the categories of Personal Information identified:

- To comply with applicable legal and regulatory requests and obligations (including investigations).
- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, or other misconduct.
- To seek advice from lawyers, auditors and other professional advisers.

Note: CAFB will not sell any information collected, and will only share any information collected for the above-stated reasons.

## 3. Access for Those with Disabilities

We are committed to providing our candidates with disabilities with the same level of access to this Privacy Notice that is available to our candidates without disabilities. This notice is compatible with standard screen readers. If you need further assistance, please contact the Human Resources Department.

## 4. Rights under the CCPA and CPRA

Under California law, you have several rights relating to the Personal Information collected about them. However, there are several exceptions that may apply. These exceptions to the right to request to access, correct, amend, and/or delete your personal information may include our right to maintain your Personal Information for business purposes and solely internal uses, as well as to comply with any legal obligations, including maintaining proper records, or maintaining privilege or confidentiality of certain records, in compliance with applicable U.S. and California labor laws and legal rights.

### Requests to Know

You have the right to request that CAFB disclose Personal Information we collect about you, known as a "Request to Know". You are entitled to make such a request twice within a 12-month period.

The Request to Know must provide sufficient information to allow CAFB to verify that you are the person about whom the Personal Information was collected or disclosed. If CAFB cannot verify your identity, we will not be able to respond to your request.

If you would like to make a Request to Know, please contact the Human Resources Department.



#### Right to Limit Use and Disclosure of Sensitive Personal Information

You have the right to request that CAFB limit our use of your Personal Information to that which is necessary for CAFB to comply with relevant law or for necessary business purposes.

#### Right to Request Deletion of Personal Data

You have the right to request the deletion of your Personal Information collected or maintained by us ("Request to Delete"), subject to certain exceptions permitted by law.

The Request to Delete must provide sufficient information to allow CAFB to verify that you are the person about whom the Personal Information was collected or disclosed. If CAFB cannot verify your identity, we will not be able to respond to your request. Additionally, as permitted by law, if the information requested to be deleted is necessary for CAFB to maintain, we will not be able to comply with your request. CAFB will notify you if this is the case.

If you would like to make a Request to Delete, please contact the Human Resources Department.

#### Right to Request Corrections

You have the right to request that CAFB correct information that it has collected about you, known as a "Request to Correct."

The Request to Correct must provide sufficient information to allow CAFB to verify that you are the person about whom the Personal Information was collected or disclosed. If CAFB cannot verify your identity, we will not be able to respond to your request.

Note, as provided by law, CAFB may elect to delete the contested Personal Information as an alternative to correcting the information if the deletion of the Personal Information does not negatively impact you, or if you consent to the deletion.

#### Anti-Discrimination

CAFB will not discriminate against any applicant for exercising their privacy rights conferred by the CCPA or the CPRA, including by exercising the rights specified herein.

#### Retention of Personal Information

CAFB will retain your Personal Information for as long as it is necessary for the purposes set out above, and to the extent necessary to comply with any legal obligations or requirements.

### **5. Questions**

If you have any questions about this Privacy Notice, please contact: Human Resources Department at 510-590-3111 or [cafb-hr@cafoodbanks.org](mailto:cafb-hr@cafoodbanks.org).