



Notice at Collection For Employees and Applicants

Effective Date: January 1, 2023

Sierra Central Credit Union is collecting your personal information and sensitive personal information for human resources, employment, benefits administration, health and safety, and business-related purposes, including for the business purposes listed in the chart below.

We will not sell the personal information or sensitive personal information we collect. We also will not share it with third parties for cross-context behavioral advertising. **To view our full privacy policy, visit sierracentral.com/privacy-policy.**

We may collect the personal information and sensitive personal information categories listed in the tables below. The tables also list, for each category, use purposes, and whether we sell the information or share it with third parties for cross-context behavioral advertising. We retain this information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

Personal Information

Category of Personal Information Collected	Business Purpose for Collection	Sold or Shared	Retention
Identifiers Name and government-issued identifier (e.g., social security number)	Background and screening; payroll management; to comply with applicable law or regulatory requirements	No	Until no longer needed to comply with our legal obligations.
California Customer Records personal information A name, signature, Social Security number, physical	Regulatory requirements; payroll management; benefits administration; to maintain contact	No	Until no longer needed to comply with our legal obligations.

characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.	information; to recruit and retain employees;		
Protected classification characteristics under California or federal law Age (40 years or older), gender, 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, veteran or military status, AIDS/HIV status, primary language, immigration status, political affiliation/activities, domestic violence victim status, request for leave, genetic information (including familial genetic information).	To comply with applicable law and regulatory requirements; healthcare related services; leave of absence administration	No	Until no longer needed to comply with our legal obligations.
Biometric information Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	Wellness program administration; door entry in some areas	No	Until no longer needed to comply with our legal obligations.

Internet or other similar network activity Browsing history, search history, information on a consumer's interaction with a website or application.	To maintain security on company websites; management of company-owned hardware and software	No	Until no longer needed to comply with our legal obligations.
Geolocation data Physical location, device location, or movements.	To maintain security of equipment and servers, off-site work requires login to Company servers; Timekeeping purposes	No	Until no longer needed to comply with our legal obligations.
Sensory data Audio, electronic, visual, thermal, or similar information such as call and video recordings.	For workplace safety and security purposes; To provide employee training and feedback	No	Until no longer needed to comply with our legal obligations.
Professional or employment-related information Current or past job history or performance evaluations.	To identify past employment and determine suitability for future employment and/or promotional opportunities.	No	Until no longer needed to comply with our legal obligations.
Non-public education information Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	To verify degree or certification information, as required, for employment.	No	Until no longer needed to comply with our legal obligations.
Inferences drawn from other personal information Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	To conduct performance related reviews; developing and improving our services and programs for employees; conducting research, analytics and data analysis	No	Until no longer needed to comply with our legal obligations.

Sensitive Personal Information

Category of Sensitive Personal Information	Business Purpose for Collection	Sold or Shared	Retention
Government identifiers social security, driver's license, state identification card, or passport number	To monitor eligibility to work in the U.S.	No	Until no longer needed to comply with our legal obligations.
Complete account access credentials user names, account numbers, or card numbers combined with required access/security code or password	To maintain IT system security	No	Until no longer needed to comply with our legal obligations.
Precise geolocation	To maintain security of equipment and servers, off-site work requires login to Company servers	No	Until no longer needed to comply with our legal obligations.
Racial or ethnic origin	Government reporting	No	Until no longer needed to comply with our legal obligations.
Religious or philosophical beliefs	For purposes of determining if reasonable accommodation is required.	No	Until no longer needed to comply with our legal obligations.
Genetic data	Complying with applicable state and federal laws	No	Until no longer needed to comply with our legal obligations.
Mail, email, or text messages contents not directed to us	To maintain IT system security; for use in determining if unlawful activity has occurred; workplace investigations	No	Until no longer needed to comply with our legal obligations.
Unique identifying biometric information	Security door entry in some areas	No	Until no longer needed to comply with our legal obligations.
Health information	To provide healthcare related services including employment-related medical screenings for return-to-work processes and medical case management needs	No	Until no longer needed to comply with our legal obligations.

If you have any questions about this Notice or need to access it in an alternative format due to having a disability, please call 1-800-222-7228.