

Privacy Notice for California Employees and Job Applicants

Effective Date: January 25, 2021

1. **Purpose:** Associated Students of San Diego State University (“**Associated Students**”) has adopted this policy to define requirements for the treatment of Associated Students’ employees’ Personal Information, specifically how Associated Students may collect and use information about our employees and job applicants. Associated Students collects and uses Personal Information for human resources, employment, benefit administration, health and safety, and business-related purposes and to be in legal compliance.
2. **Policy:** This policy, as outlined below, may be modified from time to time without prior notice. Where Associated Students collects additional categories of Personal Information or uses the Personal Information we collected for materially different, unrelated, or incompatible purposes, Associated Students will provide you with notice, post the updated notice on <https://as.sdsu.edu/admin/resources/> and update the notice’s effective date.
3. **Personal Information:** Associated Students collects and maintains different types of Personal Information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual (“**Personal Information**”) about its employees and job applicants in accordance with applicable law. Below are the categories of Personal Information we collect and the purposes for which we intend to use this information:
 - a. **Identifying information**, such as your full name, gender, date of birth, and signature.
 - b. **Demographic data**, such as race, ethnic origin, marital status, disability, and veteran or military status.
 - c. **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
 - d. **Dependent's or other individual's information**, such as their full name, address, date of birth, and Social Security numbers (SSN).
 - e. **National identifiers**, such as SSN, passport and visa information, and immigration status and documentation.
 - f. **Educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
 - g. **Employment details**, such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
 - h. **Financial information**, such as banking details, tax information, payroll information, and withholdings.
 - i. **Health and Safety information**, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information.

- j. **Information Systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on Associated Students' information systems and networks.
 - k. **Biometric information**, such as facial recognition, fingerprints, iris or retina scans, keystroke, and/or other physical patterns.
 - l. **Geolocation data**, such as time and physical location related to use of an internet website, application, device, or physical access to an office location.
 - m. **Sensory or surveillance information**, such as COVID-19 related temperature checks, contact tracing information, call monitoring and video surveillance, criminal background checks, and credit background checks.
 - n. **Profile or summary about an employee's or job applicant's preferences**, characteristics, attitudes, intelligence, abilities, and aptitudes.
4. **Collection, Sharing, and Use of Personal Information**: Associated Students collects Personal Information to use or disclose as appropriate to:
- a. Comply with all applicable laws and regulations.
 - b. Recruit and evaluate job applicants and candidates for employment.
 - c. Conduct background checks.
 - d. Manage your employment relationship with us, including for:
 - i. onboarding processes;
 - ii. timekeeping, payroll, and expense report administration;
 - iii. employee benefits administration;
 - iv. employee training and development requirements;
 - v. the creation, maintenance, and security of your online employee accounts;
 - vi. reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
 - vii. workers' compensation claims management;
 - viii. employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
 - ix. other human resources purposes
 - e. Manage Associated Students' relationship as an auxiliary of San Diego State University and the California State University system.
 - f. Fulfill the mission to support San Diego State University and the California State University system as an auxiliary.
 - g. Manage and monitor employee access to relevant facilities, equipment, and systems.

- h. Evaluate the risk that you may pose to others at relevant facilities, offices, buildings, properties as a result of the COVID-19 pandemic.
 - i. Conduct internal audits and workplace investigations.
 - j. Investigate and enforce compliance with and potential breaches of our policies and procedures.
 - k. Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of Associated Students.
 - l. Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
 - m. Perform workforce analytics, data analytics, and benchmarking.
 - n. Administer and maintain the Associated Students' operations, including for safety purposes.
 - o. For Associated Students' marketing purposes.
 - p. Exercise or defend the legal rights of Associated Students and its employees, affiliates, customers, contractors, and agents.
5. **Questions About This Notice**: If you have any questions or comments about this notice or the ways in which Associated Students collects, shares, and uses your information, please contact:

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