



California Consumer Privacy Act: General Notice for Current Employees

The California Consumer Privacy Act, as amended by the California Privacy Rights Act, requires University of St. Augustine for Health Sciences (the “Company”) to notify you of the personal information we collect as part of your employment. We also may collect your personal information for purposes of account administration if you are also a student and/or consumer of the University of St. Augustine for Health Sciences. You will receive a separate notice regarding our use of your information associated with your personal account.

We may collect any of the following categories of information about employees, depending on the circumstances, and as permitted by applicable law:

Category	Purpose(s)	Retention Schedule
Personal identifiers (e.g., real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, social security number, driver’s license number, passport number, or similar)	Contacting you regarding your employment; conducting background, professional reference checks and security clearances; establishing eligibility to work in the United States; contacting others in the event of an emergency; payment of wages; taxes; administering employee benefits	Background and professional reference checks: 7 years after last date of employment or intended date of hire Form I-9 Documents: Later of 3 years from date of hire or 1 year after termination Employee Personnel Files: 7 years after last date of employment Other Records: In accordance with applicable recordkeeping requirements under federal, state, or local law, unless superseded by the USAHS retention schedule
Family information (e.g., names and ages of dependents)	Contacting others in the event of an emergency; administering employee benefits; taxes; relocation benefits	Other Records: In accordance with applicable recordkeeping requirements under federal, state, or local law, unless superseded by the USAHS retention schedule
Personal insurance coverage (e.g., health insurance, records to determine retirement, records)	Establishing ability to perform certain job duties; administering employee benefits; taxes	Benefits Records: 6 years, but not less than 1 year following a plan termination. Retirement plan records



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supporting all required plan descriptions, including vouches, receipts, worksheets, etc., records pertaining to each participant in the plan to determine if benefits currently due or those that may become due, benefit elections, beneficiary designation, summary plan descriptions and earnings, retirement/401k information)		retrained in accordance with applicable regulations Other Records: In accordance with applicable recordkeeping requirements under federal, state, or local law, unless superseded by the USAHS retention schedule
Medical and health information (e.g., work restrictions, allergies, immunization records)	Establishing ability or skill to perform certain job duties; administration of employee benefits; prevention of communicable disease; administering leaves of absence; providing reasonable accommodations; administering Employee Wellness programs and incentives as permitted by law	7 years after last date of employment
Physical characteristics or description (e.g., clothing size, photo identification)	Providing Company uniforms or personal protective equipment, providing fringe benefits; providing reasonable accommodations, determining work eligibility	7 years after last date of employment
Professional, employment, and educational information; (e.g. resume/CV, cover letter, professional license/certification, educational transcripts, CEUs, CPEs)	Assessing your qualifications and suitability for continued employment, promotion, and transfer; establishing ability or skill to perform certain job duties; creating profiles for Company directories and websites	7 years after last date of employment
Financial information (e.g., bank account number, credit card number, debit card number, transaction history)	Payment of wages; business expense reimbursement	Wage records: 8 years Payroll records: 4 years



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HEALTH SCIENCES**

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		Other Records: In accordance with applicable recordkeeping requirements under federal, state, or local law, unless superseded by the USAHS retention schedule
Company purchase and transaction history	Accounting; providing fringe benefits; taxes; conducting internal investigations; enforcing Company policy	Personnel Records: 7 years after last date of employment Benefits Records: 6 years, but not less than 1 year following a plan termination. Retirement plan records retained in accordance with applicable regulations Accounts Receivable Records: 10 years
Characteristics of protected classifications under California or federal law (e.g., race, sex)	Compliance with reporting obligations relating to equal opportunity and pay transparency; analyzing diversity statistics as part of the Company's diversity, equity, and inclusion programs; conducting internal investigations	Personnel Records: 7 years after last date of employment Other Records: In accordance with applicable recordkeeping requirements under federal, state, or local law, unless superseded by the USAHS retention schedule
Audio or visual information (e.g., photographs, video, or recordings)	Company security; creating profiles for Company directories and websites; conducting internal investigations; enforcing Company policy	Access badge ID data: Within 30 days from last day of employment Form I-9 documents: Later of 3 years from date of hire or 1 year after termination Other Records: In accordance with applicable recordkeeping requirements under federal, state, or local law, unless superseded by



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ST. AUGUSTINE for
HEALTH SCIENCES**

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		the USAHS retention schedule
Biometric information (e.g., fingerprints, facial recognition software)	Company security; log-in and access to Company resources	Within 30 days from last day of employment
Information obtained using Company-owned electronic equipment or systems, or personal mobile devices used for Company business	Company security; conducting internal investigations; enforcing Company policy	4 years
Geolocation data (e.g. your precise location associated with a electronic signature or agreement, access company property and equipment or access badge use)	Completing electronic signatures and agreements; Company security; conducting internal investigations; protecting Company property and equipment; ensuring a safe workplace; enforcing Company policy	Access badge ID data: Within 30 days from last day of employment DocuSign Electronic Signatures: Retained for duration of active DocuSign account status
Job performance and workplace conduct (e.g., performance evaluations, complaints, disciplinary investigations)	Assessing your qualifications and suitability for continued employment, promotion, and transfer; conducting internal investigations; enforcing Company policy; ensuring a safe workplace; assessing productivity and efficiency	7 years after last date of employment
Memberships in relevant organizations (e.g., professional organizations)	Assessing your qualifications and suitability for continued employment, promotion, and transfer	7 years after last date of employment
Internet or other electronic network activity information (e.g., browsing history, telephone records, and other activity on Company networks and devices)	Enforcing Company policy; conducting internal investigations; Company security; assessing productivity and efficiency	Within 30 days from last day of employment
Signed agreements, acknowledgments, and contracts	Enforcing Company policy; carrying out Company obligations and enforcing rights arising from any agreement entered into	Personnel Records: 7 years after last date of employment DocuSign Electronic Signatures: Retained for



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HEALTH SCIENCES

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	between you and the Company, including any agreements relating to the use of confidential information or arbitration	duration of active DocuSign account status

In addition to the above, we may use or retain any personal information we collect to comply with recordkeeping obligations under federal, state, or local law, or to defend and exercise legal claims.

The University does not sell any of the information listed above, meaning we do not give your personal information to any third party in exchange for monetary or other valuable consideration. We also do not share any of the information listed above to any third party for the purpose of cross-context behavioral advertising.

The University will protect the privacy of information collected in accordance with applicable state, federal, and local laws. If you have any questions about the use of your personal information, or would like to receive this notice in a different format to accommodate a disability, please contact Human Resources at hr@usa.edu. You may also view the University for St. Augustin for Health Sciences online privacy policy at <https://www.usa.edu/legal/privacy-policy/>.