

## PROSPECT CALIFORNIA EMPLOYEE PRIVACY NOTICE

Last updated December 2019

This Prospect California Employee Privacy Notice (“Employee Privacy Notice”) is intended to provide California residents acting as a Prospect job applicant or employee with Notice of the categories of personal information that may be collected (or may have been collected in the past 12 months) by Prospect Airport Services, Inc. and its affiliate and subsidiary entities ("Prospect" or the "Company") and why we collected that information .

### PERSONAL DATA WE COLLECT AND USE

We only collect personal data that you provide to us, or that we are authorized to obtain by you or by law. The types of personal data we collect from you will depend on how you are interacting with us as a job applicant and/or employee.

*When you ask us to contact you about employment opportunities on the website, we may collect your name, email address and/or phone number. Additionally, when using the internet, your computer may transmit certain information to the servers that host the websites you visit, including your Internet Portal (IP) address.*

*When you apply for employment on or offline you will be asked to complete a job application which collects information including: name (and prior names used), address, email address, phone number, emergency contact information, employment availability and work eligibility information, whether you have a valid driver's license, education history, prior work performance, personal references, employment history, and acknowledgements.*

*During your employment, in addition to information collected through your job application described above, we may collect additional employment related personal information, including: photos; internal and external contact information; biometric data (including imagery or mathematical representations of your fingerprint for timeclock use, and face or voice recordings); information to process payroll (including bank information for direct deposit), evaluate reimbursement requests, or apply for available benefits (including personal information of family members which may be needed for benefit administration); information for employment related taxes; social security numbers; I-9 information; any information you provide when you submit a request under FMLA or another law; information captured from video, audio, systems, or other forms of monitoring or surveillance; and any other information you have chosen to provide to Prospect.*

*Vendors, Suppliers, and Others Doing Business with Us may collect employment related information as described above on our behalf to provide employment services to the Company.*

### HOW WE MAY USE YOUR INFORMATION

**Your privacy is important to us. We collect and use information from job applicants and employees which is necessary to do our business and in the employment context only. When we collect and use your information, we take your privacy and security very seriously.**

We collect employee personal data as described above for the following purposes:

- To contact you about employment opportunities and recruit employees;
- To consider your job application
- To administer available benefits, including recording and processing eligibility of dependents, absence and leave monitoring, and insurance and accident management;
- To process your payroll, including payment of expenses or other compensation related payments;
- To conduct performance-related reviews;
- To monitor work-related or required licenses and credentials;
- To maintain your contact information and assist you in the case of an emergency;
- To monitor your eligibility to work in the U.S.; and
- To comply with applicable law or regulatory requirements or legal requests

## **HOW WE SHARE INFORMATION**

We may share information about you to third parties as indicated below:

*Affiliates:* We may share your personal data with our locations, subsidiaries, and third parties if we need to. If we share your information, we will share only the information that is necessary and we will take reasonable steps to make sure that third parties take prudent steps to protect your information.

*Agents:* We use others to help us provide some of our services (e.g., biometric timeclocks, payroll services, leave and absence management services, maintenance or IT support, human resources, analysis, and benefits). Unless we tell you differently or as described elsewhere in this Employee Privacy Policy, our agents are expected not to have the right to use your information beyond what is needed to assist us.

*Legal Requests:* We may be required to respond to legal requests for your information, including from law enforcement authorities, regulatory agencies, third party subpoenas, or government officials.

*Compliance with Legal Obligations:* We may have to disclose certain information to auditors, government authorities, or other authorized individuals in order to comply with laws that apply to us or other legal obligations such as contractual requirements.

*Changes in Business Structure/Ownership:* We may disclose or transfer your personal data to a third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of the Company's business, assets, or ownership interest (including any bankruptcy or similar proceedings).

**Prospect does not share individuals' personal information with third parties outside of Prospect for those parties' direct marketing use.**

## **CHANGES TO THIS POLICY**

We reserve the right to modify or change this Privacy Policy at any time but will be updated at least once every twelve (12) months to reflect changes in our business, legal or regulatory obligations. When we make a material change to this Privacy Policy, we will inform you by posting a prominent notice on the home page of our website or changing the date on this page noting when the Privacy Notice was last updated.

## **CONTACT US**

For questions regarding this Employee Privacy Policy please contact us using any of the following options:

### *Mail*

Prospect Airport Services, Inc.  
Attn: Privacy  
2130 South Wolf Rd.  
Des Plaines, IL 60018

### *Email*

[Privacy@ProspectAir.com](mailto:Privacy@ProspectAir.com)