

LAST UPDATED: June 26, 2024

CCPA Employee and Applicant Privacy Notice

GoodData Corporation (“**GoodData**,” “**we**” or “**us**”) hereby adopts this California Consumer Protection Act Employee and Applicant Privacy Notice (the “**Notice**”) in accordance with the California Consumer Privacy Act of 2018 (“**CCPA**”, as amended). Any terms defined in the CCPA maintain the same meaning when referenced in this Notice, unless specifically defined otherwise herein.

This Notice exclusively pertains to GoodData's collection, utilization, and sharing of employment-related personal information, and is applicable solely to California residents. This Notice does not extend to individuals residing in other U.S. states or countries, or those who do not engage with GoodData in an employment-related capacity.

This notice is a part and supplement to GoodData's general Privacy Policy. For further details about our privacy practices including what rights you have please see our Privacy Policy and in particular the California Notice of Collection section.

It's important to note that this Notice does not constitute a contractual agreement for contractors nor does it alter the terms of employment for candidates hired by GoodData.

1. Definitions

“**Personal Information**” or “**PI**” has the meaning as defined in the CCPA and includes information that is collected by GoodData about you in the course of your application for employment, direct services pursuant to a contract, or other employment-related purposes and encompasses any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with you.

“**Process**”, “**processed**” or “**processing**” means any operation or set of operations which is performed on Personal Information, whether or not by automated means, such as collecting, recording, organizing, structuring, storing, adapting or altering, retrieving, consulting, using, disclosing by transmission, disseminating or otherwise making available, aligning or combining, restricting, erasing, or destroying of Personal Information.

“**Employees**”, “**employee**” or “**you**” means an identified or identifiable natural person who is a California resident and who is acting as a GoodData job applicant, employee, owner, director, officer, or contractor. In this context “job applicant” refers to any person who has submitted their candidacy with GoodData; “employee” refers to any person who is employed at GoodData as a full or part-time employee or temporary worker; and “contractor” means a natural person who provides any service to GoodData pursuant to a written contract directly with GoodData.

2. Personal Information Categories and Collection Purpose

When an individual applies to join GoodData or during their employment or service with GoodData under a direct contract, GoodData may gather the subsequent categories of Personal Information. GoodData gathers and utilizes this Personal Information solely in accordance with legal permissions and obligations.

A. Identifiers and Contact Information (Including Sensitive Information)

This category includes name, alias and other names, address, telephone and/or mobile phone numbers, email address, date of birth, Social Security Number, driver's license number or state ID card number, passport number, and other unique personal identifiers associated with you or your beneficiaries such as your spouse or child.

Collection Purpose:

- *Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding*

- *Process payment or payroll and employee benefit plan and program administration, including enrollment and claims handling*
- *Maintain personnel records*
- *Comply with record retention requirements required by law*
- *Communicate with employees and/or employees' emergency contacts and plan beneficiaries*
- *Comply with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment opportunity, unemployment claim information requests, workplace safety, and related laws*
- *Prevent unauthorized access to or use of the GoodData's property, including the information systems, electronic devices, network, and data*
- *Ensure employee productivity and adherence to GoodData policies*
- *Investigate complaints, grievances, and suspected violations of GoodData policy*
- *Use in the event of a substantial corporate transaction, such as a merger, asset sale, or consolidation*
- *Respond to valid requests for data pursuant to a subpoena, court order, legal process, law enforcement requests, legal claims, and government inquiries*
- *Carry out our contractual obligations or enforce our rights arising from any contracts between us*

Within this category, a separate dataset of information can be identified, which pertains to characteristics protected under California or federal law, including the following: race, skin color, national origin, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/ or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (such as genetic characteristics, cancer or a record or history of cancer), disability (such as mental and physical including HIV/AIDS, or cancer), military or veteran status, request for family care leave, request for leave for an employee's own serious health condition, request for pregnancy disability leave, and age.

Collection Purpose:

- *Comply with applicable state and federal Equal Employment Opportunity laws*
- *Design, implement, and promote GoodData's diversity and inclusion programs*
- *Investigate complaints, grievances, and suspected violations of GoodData policy*
- *Administer the employee benefit plan and program design and administration, including leave of absence administration*

B. Online Activity Information

This category includes without limitation (i) username and password, account name or number, and other online or device identifiers, (ii) all activity on GoodData's information systems, such as internet browsing history activity, search history, intranet activity, email communications, stored documents and emails and information regarding interactions with websites and applications, our systems, and networks, and (iii) all activity on GoodData-provided communications systems including call logs, chat logs, and direct messages, application use on company systems, browsing and search history on GoodData systems, email communications via GoodData email systems, and other information regarding an employee's use of GoodData-issued programs, applications, and systems.

Collection Purpose:

- *Facilitate the efficient and secure use of GoodData's information systems*
- *Ensure compliance with GoodData information systems policies and procedures*
- *Comply with applicable state and federal laws*
- *Prevent unauthorized access to, use, or disclosure/removal of the GoodData's property, records, data, and information*
- *Enhance employee productivity*
- *Investigate complaints, grievances, and suspected violations of GoodData policies*
- *Verify and maintain the quality, safety, and performance of our products and services, including product and service testing, research, and development*
- *To monitor work-related software licenses and credentials, including provisioning software licenses for use in the course of an employee's work-related responsibilities*

C. Geolocation Data

This category includes badge access at GoodData offices.

Collection Purpose:

- *Improve safety of employees, customers, and the public with regard to access of GoodData properties and equipment therein*
- *Preventing unauthorized access, use, or loss of GoodData property*
- *Ensure employee productivity and adherence to GoodData policies*
- *Investigate complaints, grievances, and suspected violations of GoodData policy*

D. Professional and Employment-related Information and Education Information

This category includes without limitation (i) data submitted with employment applications including, employment history, employment recommendations, etc., (ii) background check and criminal history, (iii) work authorization, (iv) professional licenses, (v) educational degrees, (vi) fitness for duty data and reports (upon return from a medical leave of absence), (vii) performance and disciplinary records, (viii) salary and bonus data, (ix) benefit plan enrollment, participation, and claims information and (x) leave of absence information including religious and family obligations, physical and mental health data concerning employee and his/her/their family members. The education information category includes education history and transcripts that are not publicly available.

Collection Purpose:

- *Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding*
- *Employee benefit plan and program design and administration, including leave of absence administration*
- *Determine compensation, bonus, and other incentive programs*
- *Maintain personnel records and comply with record retention requirements*
- *Communicate with employees and/or employees' emergency contacts and plan beneficiaries*
- *Evaluate an individual's appropriateness for hire or promotion to a new position*
- *Comply with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws*
- *Business management*
- *Prevent unauthorized access to or use of GoodData property, including GoodData information systems, electronic devices, network, and data*
- *Ensure employee productivity and adherence to GoodData policies*
- *Respond to client or potential client requests for proposals*
- *Recruiting, retention, and promotion of employees*
- *Manage professional development*
- *Manage conflicts of interest*
- *Investigate complaints, grievances, and suspected violations of GoodData policies*

E. Financial Information

This category includes bank account, billing address, and information about your income and account balances.

Collection Purpose:

- *Process payroll*
- *Manage company expenses, corporate credit cards and expense reimbursements, as well as administering equity, compensation, bonus, and insurance programs*

3. Contact and Updates of the Notice

If you have questions about the GoodData privacy policies and procedures, rights you may have regarding your Personal Information or if you would like to make a request about your Personal Information or you wish to exercise your rights under the CCPA please contact GoodData's Legal Department at privacy@gooddata.com or you may contact Us at:

GoodData Corporation

Attn: Legal Department

333 Kearny Street, Floor 2

San Francisco, CA 94108, USA

This Notice is subject to modification to accommodate alterations in our business operations, legal requirements, or regulatory responsibilities. Therefore, it is advisable to review this Notice regularly for updates. If GoodData plans to gather further categories of your Personal Information or utilize the Personal Information already obtained for supplementary purposes, you will be informed accordingly. Any revisions to this Notice will take effect from the date of communication to you.