### **Notice at Collection:**

Welcome to Kailo Health! This Notice at Collection is provided in accordance with the California Consumer Privacy Act (CCPA) to inform both employees and non-employees about the collection of personal information.

#### What Information We Collect:

## For Employees:

- Personal Information: [Examples: Name, Address, Email, Social Security Number]
- Employment Information: [Examples: Job Title, Work History]
- Benefits Information: [Examples: Health Insurance, Retirement Plans]

## For Non-Employees:

- Personal Information: [Examples: Name, Address, Email]
- Contact Information: [Examples: Phone Number]

## **How We Use Your Information:**

## For Employees:

- Payroll Processing
- Benefits Administration
- Employment-related Communications

# For Non-Employees:

- Communication and Correspondence
- Service or Product Delivery

### Who We Share Your Information With:

- For Employees:
  - Payroll Service Providers
  - Benefits Administrators
  - Legal and Regulatory Authorities
- For Non-Employees:
  - Service Providers
  - Legal and Regulatory Authorities

## **Privacy Policy:**

## 1. Categories of Personal Information Collected:

- For Employees:
  - Personal Identifiers
  - Employment Information
  - Financial Information
- For Non-Employees:
  - Personal Identifiers
  - Contact Information

## 2. Purposes of Collection:

- For Employees:
  - Payroll and Benefits Administration
  - HR Management
  - Compliance with Employment Laws
- For Non-Employees:
  - Communication and Correspondence
  - Service or Product Delivery

# 3. Categories of Third Parties with Whom Information is Shared:

## For Employees:

- Payroll Service Providers
- Benefits Administrators
- Legal and Regulatory Authorities

## For Non-Employees:

- Service Providers
- Legal and Regulatory Authorities

## 4. Your Rights Under CCPA:

- For Employees and Non-Employees:
- Right to Know: Request disclosure of the categories and specific pieces of personal information collected.
- Right to Delete: Request the deletion of personal information collected.

## 5. How to Exercise Your Rights:

 Contact us at <u>info@kailo.health</u> to exercise your rights under CCPA.

### 6. Non-Discrimination:

 We will not discriminate against you for exercising your CCPA rights.

# 7. Security Measures:

 We implement reasonable security measures to protect your personal information.

# 8. Changes to this Privacy Policy:

We may update this Privacy Policy to reflect changes in our practices.

### **Contact Information:**

• If you have any questions or concerns, please contact us at <a href="mailto:info@kailo.health">info@kailo.health</a> or through our mailing address

### 135 W Shaw Ave 101 Fresno CA 93704.

By being an employee or engaging with our services, you acknowledge and agree to the terms outlined in this Notice at Collection and Privacy Policy, as required by the California Consumer Privacy Act (CCPA).