

CCPA Notice for Job Applicants

Effective January 1, 2023

INTRODUCTION

We are excited that you are considering a career with Ingredients PLUS, an affiliate company of ASR Group International, (collectively, "ASR Group"). Job Applicants (the "Notice") pursuant to the California Consumer Privacy Act of 2018, as amended ("CCPA"), to job applicants ("Applicants") who are residents of the State of California, an affiliated company of ASR Group. Any terms defined in the CCPA have the same meaning when used in this Notice, an affiliated company. All references to we, us, and our in this Notice refer to ASR Group. If an Applicant is hired by ASR Group, then ASR Group's Employee Privacy Notice will apply.

COLLECTION OF PERSONAL INFORMATION

Ingredients Plus may collect information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or device ("Personal Information").

In particular, Ingredients Plus may collect the some of the following categories of Personal Information from or about Applicants:

Categories	Example	Collected
Identifiers	Name, alias, postal address, unique personal identifier, online identifier, internet protocol (IP) address, email address, account name, social security number, driver's license number, passport number, or other similar identifiers.	Yes
Personal information categories listed in the CA Customer Records statute Cal. Civ. Code § 1798.80(e)	A name, signature, social security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information, etc.	Yes

Categories	Example	Collected
	Some Personal Information included in this category may overlap with other categories.	
Protected classification characteristics under CA or federal law	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information), etc.	Yes
Biometric information	Genetic, physiological, behavioral, and biological characteristics or activity patterns used to extract a template or other identifier or identifying information, such as fingerprints, face prints and voiceprints, iris or retina scans, keystroke, gait or other physical patterns, video security surveillance and sleep, health, or exercise data.	Yes
Professional or employment-related information	Current or past job history or performance evaluations.	Yes
Non-public education information (per the Family Educational Rights and Privacy Act 20 U.S.C. Section 1232g, 34 C.F.R. Part 99)	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information or student disciplinary records.	Yes
Inferences drawn from other Personal Information	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities and aptitudes.	Yes

SOURCES OF INFORMATION

We collect this information from you, your references, your former employers, and service providers who may assist us in our recruiting activities.

USE & DISCLOSURE OF PERSONAL INFORMATION

Ingredients Plus may use or disclose the Personal Information we collect regarding Applicants for one or more of the following business purposes: 1) To comply with state and federal law(s) requiring businesses to collect, monitor, maintain or transfer certain records regarding applicants or applications for employment or contract work, including demographic characteristics; 2) To assess ability, fitness or eligibility of applicants to fulfill or perform prospective job duties and work in relevant corporate locations and environments; 3) To schedule travel, and pay for or reimburse job applicants for covered business expenses related to the job application, interview or similar expenses; 4) To comply with the provisions of collective bargaining agreements as to prospective employees; 5) To maintain and protect the rights, security and safety of job applicants, our personnel, clients and others, as well as our facilities, premises and other property; 6) To respond to law enforcement requests and, as required by applicable law, court order, or governmental regulations; 7) To provide job applicants with information, products or services related to the job opportunity or that they request from us; 8) To provide job applicants with notices or announcements concerning our business operations, opportunities or policies that may be relevant and/or of interest to them; 9) To fulfill or meet the reason for which the information was provided to us by the applicant; and/or 10) To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation or similar proceeding, in which personal information held by us is among the assets transferred.

Ingredients Plus will not collect additional categories of Personal Information or use the Personal Information collected for materially different, unrelated or incompatible purposes without providing prior notice.

RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes for which it was collected and, unless otherwise required by law, in accordance with our company records retention policy.

APPLICANT RIGHTS

You have the following rights concerning your information.

1. **Right to Know.** You can ask us to give you information about our collection and use of your personal information. Specifically, you can request we provide you one or more of the following: the categories of personal information we collected about you; the categories of sources from which we collected your personal information; our purposes for collecting, selling, or sharing your personal information; the categories of third parties to whom we disclose your personal information; and the specific pieces of personal information we collected about you. You can also ask that we provide you a copy of your information in a commonly used, machine-readable format.
2. **Right to Delete.** You can ask us to delete your personal information that we collected from you.
3. **Right to Correct.** You can ask us to correct any inaccurate personal information that we have about you.

We will not discriminate against you for exercising those rights. You can submit a request to exercise your right to know, delete, or correct your personal information by email at privacy@asr-group.com. Subject to some exceptions, we will honor verified requests. To verify a request, we may ask you to provide us with information that we match to the personal information we have collected from you.

You can also have an authorized agent submit a request on your behalf. If you have an agent submit the request, we require that (1) the agent provide us proof that you have to permission to submit the request and (2) you to verify your identity with us and confirm you gave the agent permission to submit the request. Those conditions, however, do not apply if you have given the agent power of attorney pursuant to California Probate Code sections 4121 to 4130.

CONTACT US

If you have any questions or concerns about this Notice, please contact us at:

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