

Last Updated Date: April 1, 2023

California Notice at Collection Job Candidate and Employment Context

This Notice at Collection describes how Troutman Pepper Hamilton Sanders LLP and its wholly owned subsidiaries (collectively, "Troutman Pepper") collects, uses, and retains information that relates to California residents ("Personal Information") who are job applicants, employees, independent contractors, or partners of Troutman Pepper (collectively, the "Job Candidate and Employment Context").

For more information about our information practices in the Job Candidate and Employment Context, please visit our [California Privacy Notice](#). If you have a disability that prevents or limits your ability to access this notice, please contact us as at 800-255-8752 or privacy@troutman.com. We will work with you to provide this notice in an alternative format.

1. Personal Information We Collect.

We may collect the Personal Information listed below. This Personal Information may pertain to you, or to your spouse, dependents, beneficiaries, emergency contacts, or other individuals associated with you.

- **Identifiers**, such as name, alias, postal address, email address, Social Security number, government-issued identification numbers (e.g., driver's license, state identification, or passport number), date of birth, telephone number, signature, assigned employee number, or other similar identifiers.
- **Demographic Information**, which may include information about protected classifications, such as your age, gender, gender identity, race, ethnicity, citizenship, sexual orientation, marital status, disability, languages, or veteran or military status.
- **Financial Information**, such as payroll information, bank account and routing number, and tax-related information.
- **KeyCard Information**, which refers to the information we collect when you enter a Troutman Pepper office location using your assigned KeyCard. KeyCard information includes, for example, the date, time, and location of your KeyCard access.
- **Professional Information**, such as resumes, employment history, employment verification information, promotions, service dates, training information, length of service, compensation, current department/position, employment status, job performance, attendance records, disciplinary actions, relocation information, employee development information, or other employment-related information. We may also collect information concerning the organizations with which you are affiliated (e.g., volunteer information), and your professional memberships, qualifications, and certifications.
- **Educational Information**, such as the institutions attended, graduation dates, degrees, field of study, education verification information, level of education, degrees received, and certifications.
- **Medical or Health Information**, such as benefits-related information (e.g., wellness information, COBRA information, healthcare plan information, insurance information); disability claims records (e.g., workers' compensation records and disability claims records); medical reports or records (e.g., pre-employment drug tests and medical/benefits-related documentation); and information relating to pregnancy or childbirth.
- **Audio or Visual Information**, such as the content of video interviews and conferences, security cameras, call recordings, and similar types of information.
- **Device Information**, such as information pertaining to the device through which you interact with us or use within the Job Candidate and Employment Context (e.g., the type of device and IP address, that device's operating system and version, MAC address, user settings, or your browser type).

- **Internet or Other Electronic Network Activity Information**, such as browsing history, search history, online applications used (e.g., applications found within our Intranet site), and information regarding your interaction with a website or application in the Job Candidate and Employment Context.
- **Geolocation Information**, such as the region or general location where your computer or device is accessing the internet.
- **Sensitive Personal Information**, such as Social Security, driver's license, state identification card, or passport number; racial or ethnic origin; certain health-related information; and sexual orientation.

2. How We Use Personal Information.

We use Personal Information for a variety of business purposes in the Job Candidate and Employment Context, including the following:

- **for human resource purposes**, including processing job applications, administering benefits, processing payroll, conducting analytics, or managing other aspects of an employment relationship including, but not limited to, the establishment, maintenance, and termination of employment relationships.
- **determining eligibility for initial employment**, including the verification of references and qualifications and processing background checks of new applicants.
- **managing the terms and conditions of employment**, such as payment of wages/salary, direct deposit authorization, the provision and administration of benefits and leaves of absence, and maintenance of emergency and beneficiary contact information.
- **to process employment-related claims**, such as worker compensation and insurance claims.
- **for work-related incidents**, which may include investigating and addressing injuries, and other employment-related actions.
- **for safety-related reasons**, including to provide a safe work environment and administer our occupational safety and health programs.
- **for professional development purposes**, including administering our training programs and submission of registration, training, or education information to regulatory bodies, such as bar organizations.
- **in connection with MobileOne**, which is a Troutman Pepper mobile application that may display your presence in one of our office location based on the KeyCard Information described above. If you have previously consented to MobileOne's use of your Personal Information in this context, you can opt-out of such use by adjusting your settings.
- **for immigration purposes**, including to assist you with obtaining immigration or work documentation, when required.
- **for work-related programs and initiatives**, including surveys, events, and volunteer programs.
- **for research and analytical purposes**, including to understand how you interact with our websites, mobile applications, and digital properties and how you use the benefits and services that we offer.
- **for compliance, fraud prevention, and legal proceedings**, including to maintain the security of our clients, employees, and property; to respond to court orders, legal proceedings, subpoenas, and government requests; to support legal and regulatory compliance; to detect, prevent, and respond to actual or potential fraud or security incidents, illegal activities, or intellectual property infringement; and to prosecute or defend against legal claims.

- **for law enforcement purposes**, such as to cooperate with law enforcement agencies concerning conduct or activity that may violate federal, state, or local law.
- **to respond to, communicate with, or notify you**, including to send you notices, updates, alerts, and other work-related messages.
- **for diversity, equity, and inclusion (DEI) purposes**, including to administer our DEI program and initiatives.
- **for purposes that you have otherwise consented to**, including at the time the Personal Information is collected.
- **for other business purposes**, including to operate and improve our business; maintain a directory of our employees; internal administration; and for any other business purpose permitted by law.

We do not sell or share your Personal Information under any circumstances.

3. Retention of Personal Information.

We retain your Personal Information for the period necessary to fulfill the purposes outlined in this Notice at Collection, unless a longer retention period is required or permitted by law. Please note that in many situations we must retain all, or a portion, of your Personal Information to comply with our legal obligations, resolve disputes, enforce our agreements, to protect against fraudulent, deceptive, or illegal activity, or for another one of our business purposes.