

**Aya Healthcare, Inc.**  
**CCPA PRIVACY NOTICE**  
**For Job Candidates**

The purpose of this Privacy Notice (“**Notice**”) is to inform individuals who apply for employment with Aya<sup>1</sup> (“**Aya**” or “**we**” or “**us**”) of the categories of Personal Information (defined below) that we may receive and the purposes for which we may use such Personal Information. This notice is intended to comply with all applicable laws, such as the California Consumer Privacy Act (CCPA), as amended by the California Privacy Rights Act (CPRA). If any provision below conflicts with a legal requirement, then Aya will comply with the applicable law.

**1. Collection and Use of Candidate Personal Information**

Aya receives, uses, and discloses Personal Information about job candidates for business purposes only and consistent with applicable laws. Where Aya discloses Personal Information to third parties, it does so for the same business purposes described below and, where appropriate, requires that such parties maintain its confidentiality and maintain appropriate systems and processes to ensure its security and protection.

We may receive and use the following categories of Personal Information about you when you inquire about and/or apply for employment at Aya, and we may disclose it as follows:

<b>Category of Personal Information</b>	<b>How we use it</b>	<b>Categories of Recipients</b>
<b>Contact information:</b> such as your name, home and work address, personal and work telephone numbers, personal and work email addresses.	We will use this information to open and maintain candidate records and communicate with you regarding your interest in a job opportunity, your application for employment, or updates on your candidacy, to tailor your experience, and to show you content that we think you might be interested in.	With related entities; with clients that engage our employees; with certain authorized third parties for the purpose of providing specialized services to us (such as helping us to maintain and manage our candidate information, communicate with candidates, service our website, for marketing etc.); with select partners and affiliates that we believe may have or may facilitate offers or positions that may be of interest to you
<b>Job-related information and qualifications:</b> such as position applied for, work experience, education, awards, qualifications, certificates, licenses, financial relationships, and any other information you choose to provide in your resumes and/or applications.	We will use this information to assess your suitability for the position, to determine any actual or potential conflict of interest, and to tailor your experience, and to show you content that we think you might be interested in.	With related entities; with clients that engage our employees; with certain authorized third parties for the purpose of providing specialized services to us (such as helping us to maintain and manage our candidate information, communicate with candidates, service our website, marketing etc.); with

Category of Personal Information	How we use it	Categories of Recipients
	<p><b>Additional Sources of Personal Information:</b> Third-party references, credit agencies, or entities verifying your identity, credentials, and work authorization.</p>	<p>select partners and affiliates that we believe may have or may facilitate offers or positions that may be of interest to you</p>
<p><b>National identification information:</b> such as your country of birth or the country where you are a registered national or citizen, and any visa or other right to work.</p>	<p>We will use this information to determine your eligibility to work, applicable benefits, financial draws/taxes, and fulfill our obligations to relevant government authorities.</p> <p><b>Additional Sources of Personal Information:</b> Third-party entities verifying work authorization.</p>	<p>With related entities; with clients that engage our employees; with certain authorized third parties for the purpose of providing specialized services to us (such as helping us to maintain and manage our candidate information, communicate with candidates, service our website, etc.)</p>
<p><b>Travel-related records:</b> such as frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel, or other similar information.</p>	<p>We will use this information to arrange or reimburse travel where you require travel to interview with us or in connection with your candidacy for employment, contact you during travel, as necessary with travel service providers, or in an emergency.</p>	<p>With related entities; with clients that engage our employees; with certain authorized third parties for the purpose of providing specialized travel services</p>
<p><b>Results of background checks and screening:</b> such as education verification, license verifications, and criminal records and driver's license checks.</p>	<p>We will use this to determine your suitability for certain job roles (to the extent permitted or required by law).</p> <p><b>Additional Sources of Personal Information:</b> Third-party entities that conduct and report on background checks and screening and on verification of credentials.</p>	<p>With related entities; with clients that engage our employees; with certain authorized third parties for the purpose of providing specialized services (such as job placement, helping us to maintain and manage our candidate information, communicate with candidates)</p>
<p><b>References:</b> such as opinions and comments of any previous employers.</p>	<p>We will use this to determine your suitability for certain job roles. References will only be</p>	<p>With related entities; with clients that engage our employees; with certain authorized third parties for the</p>

Category of Personal Information	How we use it	Categories of Recipients
	contacted if you give us permission to do so. <b>Additional Sources of Personal Information:</b> Third-party references.	purpose of providing specialized services (such as job placement, helping us to maintain and manage our candidate information, communicate with candidates)
<b>Sensitive Personal Information,</b> insofar as necessary and legally permitted, such as Social Security, driver’s license, state identification, or passport number; your race and ethnicity.	We will use this information, such as your race, ethnicity, and gender, which you would provide only on a voluntary basis, to conduct equal opportunity and diversity monitoring where permitted or required by law. <b>Additional Sources of Personal Information:</b> Third-party references, credit agencies, or entities verifying work authorization.	With related entities; with clients that engage our employees; with certain authorized third parties for the purpose of providing specialized services (such as job placement, helping us to maintain and manage our candidate information, communicate with candidates)

**2. Additional Purposes for Using Personal Information**

In addition to the uses set forth above, Aya may use and disclose the categories of Personal Information identified:

- To comply with applicable legal and regulatory requests and obligations (including investigations).
- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of company policy or rules, or other misconduct.
- To seek advice from lawyers, auditors, and other professional advisers.

**3. Sensitive Personal Information**

Your Sensitive Personal Information will not be used for any additional purposes that are incompatible with the purposes listed above unless we provide you with notice of those additional purposes.

**4. Record Retention**

We will retain your Personal Information for as long as needed or permitted in light of the purposes for which it was obtained. The criteria used to determine our retention periods include: (a) the length of time we have an ongoing relationship with our candidates and provide services, (b) whether there is a legal obligation to which we are subject, and (c) whether retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation or regulatory investigations).

## 5. Your Privacy Rights

Aya complies with laws and regulations that permit certain requests related to your data in our files, including, but not limited to, the CCPA. The CCPA provides California residents with the following rights regarding their Personal Information:

- The right to know what Personal Information we have collected, used, disclosed, and sold about you, including the categories of Personal Information, the categories of sources from which the Personal Information is collected, the business or commercial purpose for collecting, selling, or sharing Personal Information, the categories of third parties to whom Aya discloses Personal Information, and the specific pieces of Personal Information Aya has collected about you.
- The right to correct inaccuracies in your Personal Information, taking into account the nature of the Personal Information and the purposes of the processing.
- The right to request deletion of Personal Information we have collected from you.
- The right to opt out of the selling and sharing of your Personal Information, which you can exercise as described in the “Questions” section below or by modifying your privacy preferences (e.g., Global Privacy Control), available through certain internet browsers and extensions, that signal your preference to opt out. Please note that clearing your cookies at any time will remove the signal of your selected privacy preferences.

You may exercise these rights by contacting Aya as described in the “Questions” section below. You may also designate an authorized agent to make a request on your behalf by contacting us as described below. In order to protect your data from unauthorized access or alteration by third parties, all requests regarding your Personal Information will be subject to verification of the identity of the requesting individual. We endeavor to respond to a verifiable request within forty-five (45) days of its receipt. If we require more time (up to forty-five (45) days), we will inform you in writing. Please note that we are only required to honor requests to know twice in a 12-month period. We do not discriminate against California residents who exercise any of their rights described in this Privacy Notice.

In addition, California law requires us to identify, for the 12-month period prior to the date of this Privacy Notice, what information we may have “sold” or “shared” about you. For the 12-month period prior to the date of this Privacy Notice, Aya has only sold or shared Personal Information about job candidates as described above.

## 6. Questions

If you have any questions about this Notice, or to request this Notice in another format, please contact [privacy@ayahealthcare.com](mailto:privacy@ayahealthcare.com) or at (866) 327-6976

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<sup>i</sup> Aya includes the following companies: Aya Healthcare Services, Inc.; Aya Healthcare Local, LLC; Aya Hospital Services, LLC