Apollo Privacy Policy for California Applicants/Employees

**Effective Date:** January 1, 2023

This **Privacy Policy for California Applicants/Employees** supplements the information contained in Apollo's <https://www.apolloretail.com/privacy-policy> and applies solely to all visitors, users, and others who reside in the State of California ("consumers" or "you") who are seeking employment with, employed by Apollo. We adopt this notice to comply with the California Consumer Privacy Act of 2018 (CCPA) and any terms defined in the CCPA have the same meaning when used in this Policy.

Information We Collect

Our Website collects/We collect information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer, household, or device ("**personal information**"). Personal information does not include:

* Publicly available information from government records.
* Deidentified or aggregated consumer information.
* Information excluded from the CCPA's scope, like:
	+ health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CMIA), clinical trial data, or other qualifying research data;
	+ personal information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver's Privacy Protection Act of 1994.

In particular, our Website has/we have collected the following categories of personal information from consumers within the last twelve (12) months:

1. **What categories of personal information do we collect from applicants and for what purposes do we use or disclose the information?**

During the recruitment and selection processes, we obtain the following categories of personal information from candidates and use or disclose them for the purposes described in the table below. We will not use or disclose your personal information beyond these purposes without notifying you first.

| **Categories of Personal Information Collected From Applicants** | **Purposes of Use** |
| --- | --- |
| * Identifiers (i.e. personal and household information, including name; contact information; signature; and any other information that is capable of being associated with, or may reasonably be linked, directly or indirectly, with a particular consumer or household)
 | * Corroborate the information you provided in your application;
* Evaluate your profile, and where appropriate, put together a job offer for you;
* Permit us to get in touch with you;
* Allow you access to our facilities;
* Ask for job references;
* Carry out the necessary investigation, evaluation, and interviews during the recruitment and selection process;
* Conform candidate files to our standard process;
* Address the requests that you send us in relation to your personal information;
* Notify you about substantial changes we make to this Privacy Notice;
* Comply with any legal requirements or obligations;
 |
| * Identifiers (continued)
 | * Enforce our rights and assert defenses in case of litigation; and
* Ensure our security, that of our information, our facilities, other candidates, employees, and other third parties.
 |
| * Information that identifies, relates to, describes, or is capable of being associated with, a particular individual as described in California Civil Code Section 1798.80, such as bank account information, financial information, medical information, health insurance information, and employment history.
* Education Information
 | * Corroborate the information you provided in your application;
* Evaluate your ability to perform the job for which you are applying;
* Evaluate your profile, and where appropriate, put together a job offer for you;
* Ask for job references;
* Carry out the necessary investigation, evaluation, and interviews during the recruitment and selection process;
* Conform candidate files to our standard process;
* Comply with any legal requirements or obligations; and
* Enforce our rights and assert defenses in case of litigation.
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| * Information about an individual’s membership in a protected class under California or federal law
 | * Producing employee statistics
* Comply with any legal requirements or obligations; and
* Enforce our rights and assert defenses in case of litigation.
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1. **What kind of personal information do we collect from employees and for what purposes do we use the information?**

At the time of hire and during the course of employment, we obtain the following categories of personal information from employees and use them for the purposes described in the table below. We will not use your personal information beyond these purposes without notifying you first.

| **Categories of Personal Information Collected from Employees** | **Purposes of Use** |
| --- | --- |
| * Identifiers (i.e. personal and household information, including name; contact information; date and place of birth; personal public service number; gender; education; signature; physical characteristics or description; and other background; civil status; bank account details; and any other information that is capable of being associated with, or may reasonably be linked, directly or indirectly, with a particular consumer or household)
* Identifiers also include sensitive personal information, including: (A) a social security, driver’s license, state identification card, or passport number; (B) financial account number, or credentials allowing access to an account; (C) racial or ethnic origin (D) if Company-issued equipment or devices are used, the contents of an employee’s mail, email and text messages, unless the business is the intended recipient of the communication;
 | * Form your personnel file and conform employee files to our standard process;
* Permit us to get in touch with you;
* Inclusion in the Active Directory (IT-system);
* Facilitate communication, collaboration, and interaction among employees;
* Administer all aspects of the employment relationship or reasonably anticipated within the context of the employment relationship, such as assigning tasks or projects, providing training, performance evaluation, payroll, compensation, and benefits administration, processing travel and reimbursement expense; and administering discipline
* Processing personnel plans, reorganizations and restructuring, title changes, job transfers, demotions, promotions, the separation of your employment, or other status changes;
* Promotion, evaluation, and development of our staff;
* Performance and talent review processes;
* Succession planning;
* Publication in our company intranet or electronic or paper announcements or publications;
* Monitoring, control, and surveillance of our facilities and assets;
* Provisioning company-issued vehicle, equipment, devices, or supplies;
* Allow you access to our facilities;
 |
| * Identifiers (continued)
 | * Carry out investigations on possible violations of company policies or the law;
* Producing employee statistics;
* Conduct employee polls and surveys;
* Manage the IT network and software or vendor tools provided to you or implemented or used by the Company in the course of conducting its business to conduct functions related to operations, contract management, video-conferencing, people management, continuous improvement, health, safety, and environment, requests for time off, compensation, payroll and benefits, travel, reimbursement, procurement, finance and accounting, risk management, and administration of delegation of authority;
* Ensure our security, that of our information, our facilities, other candidates, employees, and other third parties;
* For medical care administered in the work environment, including records of vaccines offered voluntarily (*e.g.*, annual flu vaccine) or required by the Company first aid attendants (*e.g.*, Hepatitus C);
* Comply with any contractual or legal requirements or obligations;
* Enforce our rights and assert defenses in any judicial, administrative, or enforcement proceeding;
* Ensure our security, that of our information, our facilities, other candidates, employees, and other third parties;
* Comply with any contractual or legal requirements or obligations;
 |
| * Identifiers (continued)
 | * Manage the IT network and software or vendor tools provided to you or implemented or used by the Company in the course of conducting its business to conduct functions related to operations, contract management, video-conferencing, people management, continuous improvement, health, safety, and environment, requests for time off, compensation, payroll and benefits, travel, reimbursement, procurement, finance and accounting, risk management, and administration of delegation of authority;
* For medical care administered in the work environment, including records of vaccines offered voluntarily (*e.g.*, annual flu vaccine) or required by the Company first aid attendants (*e.g.*, Hepatitus C);
* Enforce our rights and assert defenses in any judicial, administrative, or enforcement proceeding;
* To open accounts with insurance companies and to process benefits granted by the Company;
* Respond to job verification/employment reference requests (neutral employment references only);
* Comply with obligations arising from insurance contracts designed to cover the risks connected to the company’s liability in relation to hygiene, occupational safety and occupational illnesses, as well as risks connected to damages inflicted to third parties in the course and scope of employment;
* Address and respond to the requests you send us in relation to your personal information; and
 |
| * Identifiers (continued)
 | * Notify you of substantial changes to this Privacy Notice.
 |
| * Information that identifies, relates to, describes, or is capable of being associated with, a particular individual as described in California Civil Code Section 1798.80, such as bank account information, financial information, medical information, health insurance information, and employment history.
* information relating to job/assignment, such as position/title; company identification number; contact information; reporting lines; working hours; wages, benefits, compensation, expense and payroll details; other terms of your employment/assignment; job performance and related evaluative information; details of any applicable disciplinary action or investigation by the Company; details of any grievance raised by you and any resulting proceedings
* Education Information
 | * Form your personnel file and conform employee files to our standard process;
* Processing personnel plans, reorganizations and restructuring, title changes, job transfers, demotions, promotions, the separation of your employment, or other status changes;
* Recruitment, evaluation, and development of our staff;
* Performance and talent review processes;
* Succession planning;
* Conduct processes vis-à-vis software or vendor tools intended for people management, employee polling and surveying, payroll, compensation, and benefits administration, requests for time off, and travel and reimbursement provided to you or implemented or used by the Company in the course of conducting its operations and business;
* Evaluate your ability to perform the job in the course of your employment;
* Comply with any legal requirements or obligations; and
* Enforce our rights and assert defenses in case of litigation.
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| * Information about an individual’s membership in a protected class under California or federal law
 | * Producing employee statistics;
* Comply with any legal requirements or obligations; and
* Enforce our rights and assert defenses in case of litigation.
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| * Medical and health information specific to COVID-19, specifically your body temperature and whether you exhibit certain symptoms such as fever, chills, shaking chills, cough, shortness of breath or difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, headaches, new loss of tast or smell, nausea or vomiting, diarrhea, or loss of appetite; whether you have recently been in close contact with anyone who has exhibited any of these symptoms; whether you have recently been in contact with anyone who has tested positive for COVID-19; whether you have recently been in contact with certain individuals without a face covering; whether you or anyone you have recently been in close contact with have recently traveled outside the United States; and, if applicable to control the spread of COVID-19, the identities and/or personal characteristics of any individuals who you have recently been in close contact, and any recent activities you did or places you visited outside of work.
* Vaccination status against COVID-19
 | * Reducing the risk of spreading COVID-19 in and through the workplace and protect our employees, vendors, visitors and other individuals; and
* In compliance with local, state or federal laws, regulations, orders, or other government agency directives.
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Our Website obtains/We obtain the categories of personal information listed above from the following categories of sources:

* Directly from you. For example, from forms you complete or products and services you purchase.
* Indirectly from you. For example, from observing your actions on our Website. We will not collect additional categories of personal information or use the personal information we collected for materially different, unrelated, or incompatible purposes without providing you notice.

Sharing Personal Information

We may share your personal information by disclosing it to a third party for a business purpose. We only make these business purpose disclosures under written contracts that describe the purposes, require the recipient to keep the personal information confidential, and prohibit using the disclosed information for any purpose except performing the contract. In the preceding twelve (12) months, Apollo has disclosed personal information for a business purpose to the categories of third parties indicated in the chart below.

We do not sell personal information. We may also share your personal information by selling it to third parties, subject to your right to opt-out of those sales. For more on your personal information sale rights, see [Personal Information Sales Opt-Out and Opt-In Rights](#a794300).

Your Rights and Choices

The CCPA provides consumers (California residents) with specific rights regarding their personal information. This section describes your CCPA rights and explains how to exercise those rights.

*Right to Know and Data Portability*

You have the right to request that we disclose certain information to you about our collection and use of your personal information from January 1, 2021 (the "right to know"). Once we receive your request and confirm your identity (see [Exercising Your Rights to Know or Delete](#a585939)), we will disclose to you:

* The categories of personal information we collected about you.
* The categories of sources for the personal information we collected about you.
* Our business or commercial purpose for collecting or selling that personal information.
* The categories of third parties with whom we share that personal information.
* If we sold or disclosed your personal information for a business purpose, two separate lists disclosing:
	+ sales, identifying the personal information categories that each category of recipient purchased; and
	+ disclosures for a business purpose, identifying the personal information categories that each category of recipient obtained.
* The specific pieces of personal information we collected about you (also called a data portability request).

*Right to Delete*

You have the right to request that we delete any of your personal information that we collected from you and retained, subject to certain exceptions (the "right to delete"). Once we receive your request and confirm your identity (see [Exercising Your Rights to Know or Delete](#a585939)), we will review your request to see if an exception allowing us to retain the information applies. We may deny your deletion request if retaining the information is necessary for us or our service provider(s) to:

1. Complete the transaction for which we collected the personal information, including processing your application for employment, maintaining your employment, maintaining your employment-related benefits, provide a good or service that you requested, or take actions reasonably anticipated within the context of our ongoing employment relationship with you, fulfill the terms of your employment, or otherwise perform our employment obligations with you.
2. Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for such activities.
3. Debug products to identify and repair errors that impair existing intended functionality.
4. Exercise free speech, ensure the right of another consumer to exercise their free speech rights, or exercise another right provided for by law.
5. Comply with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 *et. seq.*).
6. Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when the information's deletion may likely render impossible or seriously impair the research's achievement, if you previously provided informed consent.
7. Enable solely internal uses that are reasonably aligned with employee/applicant expectations based on your relationship with us.
8. Comply with a legal obligation, including statutory and regulatory requirements concerning the retention of certain employment-related records.
9. Make other internal and lawful uses of that information that are compatible with the context in which you provided it.

We will delete or deidentify personal information not subject to one of these exceptions from our records and will direct our service providers to take similar action.

*Exercising Your Rights to Know or Delete*

To exercise your rights to know or delete described above, please submit a request by either:

* Calling us at (877) 215-1998
* Emailing us at hr@apolloretail.com
* Visiting <https://www.apolloretail.com/privacy-policy>
* Faxing us at (800) 783-5540.
* Mailing us at: Apollo Retail Specialists, LLC, 4450 E. Adamo Drive Suite 501. Tampa, FL 33605

Only you, or someone legally authorized to act on your behalf, may make a request to know or delete related to your personal information. Contact HR.

You may only submit a request to know twice within a 12-month period. Your request to know or delete must:

* Provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized representative, which may include:
	+ Full name, Date of birth and last 4 digits of your Social Security Number
* Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you.

We will only use personal information provided in the request to verify the requestor's identity or authority to make it.

For instructions on exercising your sale opt-out or opt-in rights, see [Personal Information Sales Opt-Out and Opt-In Rights](#a794300).

*Response Timing and Format*

We will confirm receipt of your request within ten (10) business days. If you do not receive confirmation within the 10-day timeframe, please contact hr@apolloretail.com.

We endeavor to substantively respond to a verifiable consumer request within forty-five (45) days of its receipt. If we require more time (up to another 45 days), we will inform you of the reason and extension period in writing.

If you have an account with us, we will deliver our written response to that account. If you do not have an account with us, we will deliver our written response by mail or electronically, at your option.

Any disclosures we provide will only cover the 12-month period preceding our receipt of your request. The response we provide will also explain the reasons we cannot comply with a request, if applicable. For data portability requests, we will select a format to provide your personal information that is readily useable and should allow you to transmit the information from one entity to another entity without hindrance, specifically in PDF format.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

*Personal Information Sales/Sharing Opt-Out and Opt-In Rights*

If you are age 16 or older, you have the right to direct us to not sell/share your personal information at any time (the "right to opt-out"). We do not sell/share the personal information of consumers we actually know are less than 16 years old unless we receive affirmative authorization (the "right to opt-in") from either the consumer who is between 13 and 15 years old, or the parent or guardian of a consumer less than 13 years old]. Consumers who opt-in to personal information sales may opt-out of future sales/share at any time. However, please be aware that opting out of the sharing of your personal information with us or our service providers, in some circumstances, may result in preventing us in processing your employment application, maintaining your employment with Apollo, or maintaining your employment-related benefits with Apollo.

To exercise the right to opt-out, you (or your authorized representative) may submit a request to us by visiting the following Internet Web page link:

[**https://www.apolloretail.com/privacy-policy**](https://www.apolloretail.com/privacy-policy)

Once you make an opt-out request, we will wait at least twelve (12) months before asking you to reauthorize personal information sales/sharing. However, you may change your mind and opt back in to personal information sales at any time by:

[**https://www.apolloretail.com/privacy-policy**](https://www.apolloretail.com/privacy-policy)

You do not need to create an account with us to exercise your opt-out rights. We will only use personal information provided in an opt-out request to review and comply with the request.

Non-Discrimination

We will not discriminate against you for exercising any of your CCPA rights. Unless permitted by the CCPA, we will not:

* Alter the terms and conditions of your employment or alter our consideration of your application for employment.
* Deny you goods or services.
* Charge you different prices or rates for goods or services, including through granting discounts or other benefits, or imposing penalties.
* Provide you a different level or quality of goods or services.
* Suggest that you may receive a different price or rate for goods or services or a different level or quality of goods or services.

Changes to Our Privacy Policy

We reserve the right to amend this privacy policy at our discretion and at any time. When we make changes to this privacy policy, we will post the updated notice on the Website and update the notice's effective date. **Your continued use of our Website following the posting of changes constitutes your acceptance of such changes**.

Contact Information

If you have any questions or comments about this notice, the ways in which Apollo Retail Specialists, LLC collects and uses your information described here [and in the **Privacy Policy**], your choices and rights regarding such use, or wish to exercise your rights under California law, please do not hesitate to contact us at:

**Phone**: (877) 215-1998

**Website**: <https://www.apolloretail.com/privacy-policy>

**Email**: hr@apolloretail.com

**Fax:** (800) 783-5540

**Postal Address**:

Apollo Retail Specialists, LLC

Attn: Human Resources Department

4450 E. Adamo Dr. Suite 501

Tampa, FL 33605

If you need to access this Policy in an alternative format due to having a disability, please contact Human Resources at hr@apolloretail.com or (877) 215-1998.

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