



California Consumer Privacy Act Employee Disclosure

Dear California Employee,

This disclosure describes the categories of Personal Information we collect from Associates, Contingent Workers, former employees, directors and other individuals including Dependents, whose data is Processed by us and disclosed for human resources purposes and for the purposes of managing ADP operations in accordance with section 1798.100 (b) of the California Consumer Privacy Act (CCPA). The CCPA defines Personal Information as categories of information that identifies, relates to, describes or is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly to a particular individual or household.

We collect, receive, maintain and/or share the following categories of Personal Information of our Associates, Contingent Workers, former employees, directors and other individuals including Dependents within ADP and with our service providers:

	Categories of Personal Information Collected	Purposes
Category A	Identifiers, such as name, contact information, online identifiers and Social Security numbers and other government-issued ID numbers;	1-13,15,16
Category B	Personal information, as defined in the California consumer records law, such as name, contact information, insurance policy number, education, employment, employment history financial information, medical information and health information; ¹	1-13,16
Category C	Characteristics of protected classifications under California or federal law, ² such as sex, age, race, religion, national origin, disability, medical conditions and information, citizenship, immigration status and marital status;	1-13,15

¹ This includes 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.

² This include sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), age (40 and over), race, color, religion or creed, ancestry, national origin, disability, medical conditions, genetic information AIDS/HIV status, marital status, sexual orientation, gender identity and expression, citizenship, primary language, immigration status, military/veteran status, political affiliation/activities, domestic violence victim status, and request for leave. ADP does not collect the following protected classes of information: ancestry, genetic information, AIDS/HIV status and domestic violence victim status.



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Category D.	Commercial information, such as transaction information and corporate credit card account information for expense reporting and financial details including bank account information for direct deposit;	1-4,6,9,12
Category E.	Biometric information, such as facial recognition and fingerprints;	Not applicable
Category F.	Internet or network activity information, such as browsing history and interactions with our website, applications or systems;	3,4,6,7,9
Category G.	Geolocation data, such as device location;	Not applicable
Category H.	Audio, electronic, visual, and similar information, such as images and audio, video or call recordings created in connection with our business activities;	1-,4,6,9,10
Category I.	Professional or employment-related information, such as work history and prior employer, human resources data and data necessary for benefits and related administrative services;	1-5,8,9,16
Category J.	Education information subject to the federal Family Educational Rights and Privacy Act, such as student records; and	Not applicable
Category K.	Inferences drawn from any of the Personal Information listed above to create a profile or summary above, for example, an individual's preferences, abilities, aptitudes and characteristics.	1,2,4,6,9-13,15,16

ADP Processes Personal Data (including Categories C Data) pertaining to Associates, Contingent Workers, former employees, directors and Dependents, as needed for approved Business Purposes, including:

1. Payroll, human resources and personnel management;
2. Contract personnel management;
3. Business process execution and internal management;
4. Health, safety, security and integrity;
5. Organizational analysis and development, management reporting and acquisitions and divestitures;
6. Compliance with laws and risk management, including background checks, criminal checks and sanction lists checks; and
7. Protecting the vital interests of individuals.

Personal Data may be Processed for a Secondary Purpose, similar to the legitimate Business Purpose including:



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8. Disaster recovery and business continuity, including transferring the Information to an Archive;
9. Internal audits or investigations;
10. Implementation or verification of business controls;
11. Statistical, historical, or scientific research;
12. Dispute resolution;
13. Legal or business counseling;
14. Compliance with laws and company policies; and
15. Insurance purposes.
16. To provide, validate, or communicate services offered by ADP directly to Associates.

If you have any questions about the collection and processing of your Personal Information or about the security of your Personal Information, please visit the [ADP Associate Portal](#), refer to the ADP BCR Workplace Code or by contacting your local Human Resources manager or by sending an email to GlobalHRSS@adp.com.