

## CPRA Notice at Collection

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### NOTICE TO CONTRACTORS

#### Clinical Reference Laboratory

Please take notice that Clinical Reference Laboratory (the Company) collects certain personal information about you. This notice describes the categories of personal information the Company collects and the purposes for which they are used in accordance with the California's California Consumer Privacy Act (CCPA) and California Privacy Rights Act (CPRA).

The law provides California applicants and employees with certain rights with respect to the personal information collected from them, including the rights:

- To delete personal information.
- To correct inaccurate personal information.
- To access personal information.
- To know what personal information is sold or shared and to whom.
- To opt out of sharing of personal information.
- To limit use and disclosure of sensitive personal information.
- Not to be discriminated or retaliated against for exercising rights under the law.

**The personal and sensitive personal information that we are collecting.** We are collecting the following information:

- Identifiers, such as name, government-issued identifier (e.g., Social Security number (SSN)) and unique identifiers (e.g., date of birth);
- Personal information, such as real name, signature, SSN, address, telephone number, education, employment history;
- Professional or employment-related information, such as work history, prior employers, data submitted in resume, professional licenses, degrees, background checks; and
- Other.

**Where we get your information from.** The Company collects information about you from the following sources:

- You;
- Prior employers, references;
- Third-party sources of demographic information;
- Third-party companies, such as background check companies

Depending on the Company's interactions with you, we may or may not collect all of the information identified about you.

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**How your personal and sensitive personal information is used.** We may use personal and sensitive personal information for the following purposes:

- Recruiting and retaining employees.
- Maintaining personnel records and complying with record retention requirements.
- Exercising and defending legal claims.

We may or may not have used personal and sensitive personal information about you for each of the above purposes.

### **Selling or sharing of personal information.**

For purposes of the CPRA, the Company does not sell the personal information or sensitive personal information of contractors.

### **Data retention.**

The Company retains the information it receives about you for 8 years unless a shorter or longer period is required by California or federal law.

### **For inquiries and/or to submit requests for information, deletion or correction.**

Please contact either: (1) Human Resources, humanresources1@crlcorp.com, 8433 Quivira Road, Lenexa KS 66215 or (2) 1-800-456-6917 for inquiries about the Company's privacy policy, or to submit your requests for information, deletion or correction.

### **Privacy Policy**

At Clinical Reference Laboratory we recognize our obligation under the law and our ethical obligations as a corporate citizen, to safeguard personal information provided to or generated by us that relates to third parties. As a result, it is the Policy of CRL to collect, use and store non-public personal information ("NPI") in a responsible manner. NPI (also referred to as protected health information ("PHI")) shall mean any non-public personal and/or health information (whether written, oral, or electronic) of an individual. NPI/PHI shall be understood to include any personally identifiable health information created or received by us (including but not limited to, laboratory tests results, drug testing results, height, weight, blood pressure, pulse rate, prescription/medications the individual may have listed on a consent/chain of custody form, answers to health questions on consent/chain of custody form or health awareness questionnaire, etc.), and any personally identifiable financial information created or received by us (including but not limited to, individuals' names and addresses, email addresses and phone numbers that are not publicly available, social security numbers, driver's license number, credit card account numbers, bank account or other financial account numbers, and date of birth. More detailed policies regarding the privacy and security of NPI/PHI can be found in Qualtrax.

CRL will work to protect the confidentiality of NPI/PHI by complying with applicable State and Federal laws and regulations, and by taking reasonable steps to protect such data from unauthorized use or access. CRL maintains policies and procedures that describe the kind of information we collect, limit the use of that data to well-defined business purposes, and will not sell, disclose or use that data except for the business purposes for which it was gathered. CRL will ensure that persons who access that data will have a valid business

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purpose for that access, that persons use and disclose only the minimum necessary for all purposes other than for treatment purposes, and that all CRL employees, consultants, contractors, and business employees agree to treat personal information according to the terms of a signed confidentiality agreement. Clinical Reference Laboratory Employee Handbook 42 Uses of personal data outside the limitations described above will be made only with the express consent of the individual(s) involved, or in compliance with applicable laws, or if all personally identifiable elements have been removed from the data.

Uses or disclosure of NPI/PHI in a manner inconsistent with this policy will result in disciplinary action that may include termination. Questions about this Privacy Policy or the use/disclosure of NPI/PHI should be directed to CRL's Privacy Officer or Human Resources.