

FRESNO UNIFIED SCHOOL DISTRICT'S PRIVACY NOTICE REGARDING THE COLLECTION OF PERSONAL INFORMATION

The Fresno Unified School District (the "District") adopts this Privacy Notice Regarding the Collection of Personal Information (the "Privacy Notice"). Employees with disabilities may access this notice in an alternative format by contacting Accommodations@fresnounified.org or fusdbenefits@fresnounified.org.

The District asks employees and prospective employees to provide personal information relating to the employee's employment or prospective employment. This Privacy Notice describes how the District collects and uses your personal information, the categories of personal information it collects, and instances where the District may disclose your personal information to third parties.

The District respects your privacy and is committed to protecting the privacy and security of your personal information. The District will only collect and process such information in accordance with this Privacy Notice, unless otherwise required by law. Please read this Privacy Notice carefully to understand our policies and practices regarding your personal information.

Types of Information We Collect and Use of Information.

The District collects and processes information from employees for human resources, employment, and benefit administration purposes, and where necessary to comply with any federal, state, and local laws and regulations. The District obtains the below categories of personal information directly from information that you provide during your job application process, your employee onboarding process, and during the selection of your benefits as an employee. In some cases, the District may obtain a background check after it makes an offer of employment.

The District collects the following categories of personal information:

- Personal identifiers, such as your first and last name, address, email address, date of birth, social security number, driver's license number, and other identifiers. We use this information for employment-related purposes including, but not limited to, making an employment or job-related decision involving you, to manage your employment relationship with us, for general employee administration and processing, for processing your payroll, benefits, taxes, and expenses, and for sharing your information as necessary with our human resources service providers, payroll processors, benefits vendors, insurance providers, and other third parties in connection with the District's general operations and its legal obligations to you as your potential or actual employer.
- Financial information, such as your banking information for direct deposit, bank statements, tax selections, pay rate and payroll deduction information. The District collects this information for human resources administration (including employee payroll and benefits administration), processing work-related claims, and all related accounting and auditing.
- Benefit selection and related information, such as your medical, dental, vision and life insurance benefit elections, social security number, other health insurance information and policy number. The District collects this information to administer benefit eligibility and coverage selections, and for human resources administration.

- Characteristics of protected classifications under federal or state law. The District collects this information in order to comply with federal, state, and/or local laws and regulations and to access and improve its operations and policies and employee outreach.
- Employment and education-related information, such as your current or past employment history, employment status, job assignments, termination information, and education history. The District collects this information to make an employment and/or job-related decision that involves you, to provide you with employment with the District and to assess your qualifications for a particular job or task.
- Health and Safety Information, such as health conditions, if relevant to your employment, job restrictions, workplace accident and illness information, and health insurance policy information. The District collects this information to maintain a safe workplace, assess your working capacity and determine necessary accommodations, administer health and Workers' Compensation programs, and comply with applicable laws.
- Information relating to your beneficiaries, such as their name and contact information, date of birth, relationship to you, and social security number. The District collects this information to administer and process benefit eligibility and coverage selections.
- Information relating to the person you designate as your emergency contact, such as their name, contact information, and their relationship to you. The District collects this information in case an emergency involving you arises during your employment.

No Sale of Personal Information.

The District will not sell or disclose your personal information to third parties for any commercial purpose. The District only shares your personal information with service providers to the extent necessary to administer employee benefit eligibility and coverage selections, and discloses your information when required pursuant to federal, state, or local law.

Changes to this Privacy Notice.

The District reserves the right to update or change this Privacy Notice at any time and at its discretion. When changes are made to this Privacy Notice, the District will post a copy of the updated notice on any employment or benefit selection applications and update the notice's effective date below.

Questions About This Privacy Notice.

If you have any questions or comments about this Privacy Notice or the ways in which the District collects and uses your information, please contact:

accommodations@fresnounified.org

fusdbenefits@fresnounified.org

This Privacy Notice was last updated on 8/3/2023.