



California Employee Privacy Notice

- < **Information about your compensation and benefits**, such as your basic salary, bonus and commission entitlements, insurance benefits (including information about you and your dependents that we provide to the insurer), hours and overtime, tax code, holiday entitlement, sick time, accrued salary information, and information relating to your pension.
- < **Employment related documents and agreements**, such as employment agreements, confidentiality agreements, and proprietary rights agreements.
- < **Payment information**, such as your bank details (for payroll and ~~teements, conf~~



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- < Providing employment benefits to you if applicable, for example, medical insurance, life insurance, and retirement savings plans.
- < Business management and planning, including accounting and auditing.
- < Conducting performance reviews, managing performance and determining performance requirements.
- < Making decisions about salary reviews and compensation.
- < Assessing qualifications for a particular job or task, including decisions about promotions.
- < Gathering evidence for possible grievance or disciplinary hearings.
- < Making decisions about your continued employment or engagement.
- < Making arrangements for the termination of our working relationship.
- < Education, training and development requirements.
- < Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- < Ascertaining your fitness to work.
- < To administer leaves of absence as required by law or company policy
- < Complying with health and safety obligations.
- < To prevent fraud.
- < To monitor your use of our information and communication systems to ensure compliance with our policies.
- < To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- < To conduct data analytics studies to review and better understand employee retention and attrition rates.
- < Equal opportunities monitoring.



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- < To exercise the College claim, defense, or declaration in a case or before a jurisdictional and/or administrative authority, arbitration, or mediation panel.
- < To meet legal and regulatory requirements including civil discovery in litigation involving or affiliated companies.
- < To facilitate administrative functions, including, but not limited to, the management and operation of information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning, and the maintenance of licenses, permits and authorizations applicable to the College