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## **California Privacy Rights Notice for Job Applicants**

### **Purpose**

Under the California Privacy Rights Act (“CPRA”), Burris Logistics and its subsidiaries operating in California, such as R.W. Zant and Commodity Sales LLC (collectively, the “Company”) are required to provide California residents who are our job applicants with a notice about “personal information” we collect about you.

### **Scope**

This notice contains disclosures required by the CPRA and applies only to “personal information” that is subject to the CPRA.

### **Policy Guidelines**

***Categories of Personal Information We Collect.*** We collected and disclosed the following categories of personal information about our job applicants who are California residents in the past 12 months, and we may also collect and disclose these categories of personal information going forward.

- Personal and online identifiers (such as first and last name, email address, Social Security number, driver’s license or state identification number, login credentials, or unique online identifiers)
- Recordkeeping information described in Section 1798.80(e) of the California Civil Code (such as drug test results)
- Characteristics of protected classifications under California or federal law (such as race, gender, or sex)
- Internet or other electronic network activity information (such as interactions with a website, email, or application)
- Geolocation information (such as address)
- Audiovisual information (such as call or videoconference recordings or other audio, electronic, visual, or similar information)
- Professional or employment-related information (such as your employment history or immigration or citizenship information for employment eligibility)
- Education information (such as your education history and transcripts)
- Sensitive personal information (such as passport information for eligibility purposes, in addition to other data types described above)
- Other information about you that is linked to the personal information above (such as date of birth)

***Categories of Sources.*** We collect personal information about our job applicants from the following categories of sources:



- You.
- Employment references.
- Recruiters, including individuals who refer you to our Company.
- Service providers.
- Social media companies.
- Educational institutions.
- Background check providers.
- Consumer reporting agencies.
- Our subsidiaries and affiliated companies.

**Categories of Third Parties to Which We Disclose Personal Information.** We do not sell the personal information we collect about our job applicants or share this information for online targeted advertising purposes (also known as “cross-context behavioral advertising”). However, we may disclose the personal information we collect to the following categories of recipients:

- Our subsidiaries and affiliated companies. We may disclose the personal information we collect within our Company to our subsidiaries and affiliated companies (including Honor Foods), such as for potential future employment opportunities.
- Service providers. We disclose the personal information we collect to our service providers, such as those who help us manage the application process.
- Recruiters. We may disclose personal information to recruiters, such as to convey the status of your application.
- Employment references. We may disclose personal information to references, such as to confirm the information you provided to us.
- Background check providers. As legally permitted, we may disclose personal information to background check providers to obtain a background check.
- Government entities. As legally required, we may provide personal information to government entities.
- To third parties when legally required. We may also provide personal information to other third parties in response to legal process, for example, in response to a court order or a subpoena.

**How We Use Job Applicant Personal Information.** We use and disclose the personal information we collect about job applicants for our commercial and business purposes. These commercial and business purposes include, without limitation:

- Processing, evaluating, and communicating with you about your application, including to check references and communicate with you about other jobs that may interest you.
- Other business purposes as identified in the CPRA, which include:
  - Auditing related to our interactions with you;
  - Legal compliance;
  - Detecting and protecting against security incidents, fraud, and illegal activity;
  - Debugging;
  - Performing services (for us or our service provider) such as analytics;

- Internal research for technological improvement;
- Internal operations;
- Activities to maintain and improve our business; and
- Other one-time uses.

**How Long We Retain Personal Information.** If you are hired, we will keep personal information about you for the duration of your employment with the Company and as otherwise required by law. If your application is not successful, we may retain and use your personal information for a further period of time in order to consider you for other job opportunities where permitted by applicable law and/or for as long as necessary to comply with legal requirements.

**Your Rights.** As a California resident, you have certain rights under the CPRA related to personal information we collect about you. You may be able to exercise the following rights, subject to certain exceptions and limitations:

- The **right to know** the categories and specific pieces of personal information we collect, use, and disclose about you, the categories of sources from which we collected personal information about you, our purposes for collecting or disclosing personal information, and the categories of third parties to which we have disclosed personal information.
- The **right to request that we delete** the personal information we have collected from you.
- The **right to correct** inaccurate personal information we maintain about you.
- The **right not to receive discriminatory treatment** for the exercise of the privacy rights conferred by the CPRA.

While the CPRA provides an opt-out opportunity related to sensitive personal information, we use and disclose sensitive personal information, as defined under the CPRA, only for purposes permitted by the CPRA that do not require an opt-out opportunity.

To exercise any of the above rights, please contact us using the following information and submit the verifying information, as further described below:

- By phone at (800) 805-8135
- By email at [CPRA@burrisslogistics.com](mailto:CPRA@burrisslogistics.com)

**Verification Process and Required Information.** In some cases, we may need to request additional information from you to verify your identity or understand the scope of your request. Generally, we verify your identity by matching the information provided in your request with the information we maintain in our records.

**Authorized Agent.** You may designate an authorized agent to submit a request on your behalf. In order to designate an authorized agent to make a request on your behalf, you must provide the agent with signed permission to do so and provide proof of your identity, or the agent must have a valid power of attorney. An authorized agent can make a request on your behalf through one of the submission methods noted above. In order for us to process the request, the authorized agent will be required to provide evidence of signed permission and your e-mail address to verify your identity, or proof of valid power of attorney.



**Contact Us.** For questions or concerns about our privacy practices, please contact us at [CPRA@burrislogistics.com](mailto:CPRA@burrislogistics.com)

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