

CCPA Notice at Collection for California Employees and Applicants v.1 (January 2023)

Catalent collects and uses Personal Information for human resources, employment, benefits administration, health and safety, and business-related purposes and to be in legal compliance. Below are the categories of Personal Information we collect and the purposes for which we intend to use this information:

- name, gender, home address and telephone number, date of birth, image, emergency contacts, marital status, and biometric information;
- residency and work permit status, location of employment, military status, nationality, and passport information;
- social security or other taxpayer identification number, as well as banking details for amounts that may be due to you from us or any of our benefit plans;
- sick pay, pensions, insurance and other benefits information (including the gender, age, social security or other taxpayer identification number, nationality, or passport information for any spouse, minor children or other eligible dependents and beneficiaries), including information supplied to us or our third-party providers (to the extent permitted by applicable law) in connection with any application to obtain such benefits or in any appeal from the denial of such benefits;
- date of hire, work history, technical skills, educational background, professional certifications and registrations, language capabilities, and training courses attended;
- height, weight, and clothing sizes, physical limitations, and special needs;
- records of work absences, vacation entitlement, and requests, salary history and expectations, performance appraisals, letters of appreciation and commendation, and disciplinary and grievance procedures (including monitoring compliance with and enforcing our policies);
- where proportionate in view of the function to be carried out by an employee, the results of credit and criminal background checks, the results of drug and alcohol testing, screening, health certifications, driver's license number, license plate numbers, vehicle registration, and driving history;
- information required to comply with laws, the requests and directions of law enforcement authorities, or court orders (e.g., child support or debt payment information);
- acknowledgements regarding our policies, including ethics and/or conflicts of interest policies and computer and other corporate resource usage policies, as well as completion of trainings relating to such policies;
- information captured on security systems, including Closed Circuit Television ("CCTV") and key card entry systems and other security and technology systems, to the extent permitted by applicable law;
- voicemails, emails, correspondence and other work product and communications created, stored, or transmitted by an employee using our or our technology providers' computer or communications equipment

(although correspondence exchanged using Catalent's equipment for personal use is only Processed to the extent permitted by applicable law);

- date of resignation, retirement, termination, or other separation from employment, reason for separation, and information relating to administering the terms of any such separation; and
- any other relevant data that could be necessary to fulfill a legitimate business interest.

The Company collects Personal Information to use or disclose as appropriate to:

- evaluate resumes and applications for employment;
- manage all aspects of an employee's employment relationship, including, but not limited to, payroll, benefits, corporate travel, and other reimbursable expenses, development and training, absence monitoring, performance appraisal, disciplinary and grievance processes, and other general administrative and human resource- related processes;
- develop staffing and succession plans;
- maintain sickness records and occupational health programs;
- protect the safety and security of our visitors, staff, property, and other assets (including controlling and facilitating access to and monitoring activity in secured premises and activity using our computers, communications, and other resources);
- investigate and respond to claims and/or reports against us, our employees, and/or our business partners;
- conduct employee opinion surveys and administer employee recognition programs;
- administer any separation of employment and provide and maintain references;
- maintain emergency contact and beneficiary details (including holding the information of those you designate in this respect); and
- comply with applicable laws (*e.g.*, regulatory, health and safety), including judicial or administrative orders regarding individual employees (*e.g.*, garnishments or child support payments).
 - Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
 - For client marketing purposes.
 - Exercise or defend the legal rights of Catalent and its employees, affiliates, customers, contractors, and agents.

Our Recruitment Privacy Notice is available [here](#), our Global Privacy Policy is available [here](#), and our Employee Privacy Policy is available [here](#).

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact privacy@catalent.com.