

## Employee Notice at Collection

This Notice at Collection describes the personal information Innovation Refunds LLC and IR Advance LLC (collectively, “Innovation Refunds,” “we,” “us,” “our”) collect from our employees, directors, officers, independent contractors, or part-time workers, and applicants for one of those positions (collectively, “Employees”), the purposes for which we collect that personal information, and the criteria we use to determine how long we will retain that personal information. For more information, please review our Employee [Privacy Policy](#).

If you are not our Employee, this Notice at Collection does not apply to your personal information; [please see here instead](#).

### What Personal Information We Collect and Why

Personal Information We Collect	Why We Collect It
Identifiers and contact information, such as your name, IP address, Social Security Number (“SSN”), other similar identifiers, postal address, email address, and phone number	<ul style="list-style-type: none"> <li>• Manage and document your employment with us and employment-related actions;</li> <li>• Maintain your employee information in company directories;</li> <li>• Maintain emergency contact and beneficiary details;</li> <li>• Administer employee engagement programs including online surveys;</li> <li>• Use corporate communication tools, such as video conferencing;</li> <li>• Administer occupational safety and health programs;</li> <li>• Protect the safety and security of our workforce, guests, property, and assets including monitoring activities in our facilities and activity using our computers, devices, networks, communications, and other assets and resources;</li> <li>• Detect security incidents and other fraudulent activity; Investigate and respond to claims;</li> <li>• Comply with applicable laws (e.g., health and safety, employment laws); and</li> <li>• Use in ways we have told you about for our business activities.</li> </ul>
Any categories of personal information described in <a href="#">Cal. Civ. Code § 1798.80(e)</a> , such as identifiers, contact information, and signature	<ul style="list-style-type: none"> <li>• Manage and document your employment with us and employment-related actions;</li> </ul>

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Protected Classification Characteristics under California or Federal Law	<ul style="list-style-type: none"> <li>• Manage and document your employment with us and employment-related actions, such as requests for reasonable accommodations related to disability or religion; and</li> <li>• Maintain emergency contact and beneficiary details;</li> <li>• Comply with applicable laws (e.g., health and safety, employment laws); and</li> <li>• Use in ways we have told you about for our business activities.</li> </ul>
Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer’s interaction with an Internet website, application, or advertisement	<ul style="list-style-type: none"> <li>• Protect the safety and security of our workforce, guests, property, and assets including monitoring activities in our facilities and activity using our computers, devices, networks,</li> </ul>

	<p>communications, and other assets and resources;</p> <ul style="list-style-type: none"> <li>• Detect and investigate incidents and other fraudulent activity; and</li> <li>• Use in ways we have told you about for our business activities.</li> </ul>
Geolocation Data	<ul style="list-style-type: none"> <li>• Protect the safety and security of our workforce, guests, property, and assets including monitoring activities in our facilities and activity using our computers, devices, networks, communications, and other assets and resources;</li> <li>• Detect and investigate incidents and other fraudulent activity; and</li> <li>• Use in ways we have told you about for our business activities.</li> </ul>
Audio, electronic, visual, thermal, olfactory, or similar information (call recordings)	To maintain, provide, and improve our Services
Professional or employment-related information	<ul style="list-style-type: none"> <li>• Manage and document your employment with us and employment-related actions;</li> <li>• Maintain your employee information in company directories; and</li> <li>• Use in ways we have told you about for our business activities.</li> </ul>
Inferences drawn from any of the information identified in this chart to create a profile about a consumer reflecting the consumer's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes	<ul style="list-style-type: none"> <li>• Manage and document your employment with us and employment-related actions;</li> <li>• Maintain your employee information in company directories;</li> <li>• Administer employee engagement programs including online surveys; and</li> <li>• Use in ways we have told you about for our business activities.</li> </ul>

**Selling/Sharing**

We do not sell or share your personal information.

## **How Long We Keep Your Personal Information**

Your personal information will not be kept for longer than is necessary for the business purpose for which it is collected and processed and will be retained in accordance with our internal document retention policies. In certain cases, laws or regulations require us to keep records for specific periods of time, including following termination of the employment relationship. In other cases, records are retained in order to administer the employment relationship or to resolve queries or disputes which arise from time to time.