

Effective 1/1/2023

CA Employee Privacy Notice

At Sallie Mae, we care about the privacy and security of your information. This CA Employee Privacy Notice (“**CA Employee Privacy Notice**” or “**Notice**”) is provided by Sallie Mae Bank and its affiliates (“**Sallie Mae**”, “**we**”, “**our**”, or “**us**”) and sets forth the policies for the collection, usage, storage, sharing and protection of Personal Information (as defined below) in accordance with the California Consumer Privacy Act (“**CCPA**”). This Notice applies only to Sallie Mae employees who are residents of the State of California (“**CA Persons**”, “**you**”, “**your**”) and is intended to provide the requisite notice under the CCPA.

This CA Employee Privacy Notice will be updated in accordance with requirements under the CCPA and in accordance with Sallie Mae’s policies and procedures. Please check back from time to time to review this Notice. Any updates will be indicated by a new effective date.

What Personal Information Do We Collect?

The Personal Information that Sallie Mae collects from CA Persons over the course of a CA Persons’ employment (“**Employment Services**”) includes but is not limited to:

Personal Information Category	Information Collected
Identifiers , such as IP Address and other persistent identifiers.	First and last name, alias Account usernames Account passwords Unique personal identifiers including browsing history, geo location, and search history (“ Cookies ”)
California Customer Records (Cal. Civ. Code § 1798.80(e)), such as your address, telephone number, and (for <i>job applicants only</i>) your education and other information.	Email address Home mailing address Work address Work title Home telephone number Cell phone number Work telephone number Your financial account information, personal financial information (PFI) Social security number Passport number, green card number Driver’s license or other government issued identification Family and references information Emergency contact information Credit score and credit report information
Protected Classification Characteristics , such as (for <i>job applicants only</i>) age, national origin, gender.	Date of birth Race, ethnic background, gender, gender identity, sexual orientation, marital status, medical condition, military or veteran status, religious affiliation, age, nationality, and citizenship Your medical condition including any disability Your request for leave or request for leave for a family member
Commercial Information such as records of personal property, products or services purchased, obtained or considered.	N/A
Biometric Information such as fingerprints, faceprints or other biological identifiers.	Including but not limited to your photograph and fingerprints, where required
Internet/Network Information , such as information about your	Online activity as monitored through various online surveillance systems including keystroke dynamics

interaction with our Sites, applications or advertisements.	
Geolocation Data , such as the physical location of your device.	N/A
Sensory Information such as audio recordings.	Audio, electronic, visual communications and recordings
Information , such as (<i>for job applicants only</i>) current or past job history.	Title, education
Non-Public Education Information , such as (<i>for job applicants only</i>) personal information from your educational records.	N/A
Inferences , such as profiles generated from visits to our Sites and browsing behavior.	N/A

How Do We Collect Your Personal Information?

We collect and process your Personal Information for a number of purposes related to your employment (“**Employment Purposes**”) including but not limited to:

- When you apply for a job with Sallie Mae including when you visit our websites and submit information when seeking employment,
- When you are hired by Sallie Mae and as part of the onboarding processes,
- When using the applications and other operational services in the course of your employment with Sallie Mae including our computers and other electronic devices, and
- When using the applications on Sallie Mae’s devices during the course of your employment.

How Do We Use Your Personal Information?

We use the Personal Information we collect from you for the following employment purposes (“**Employment Processing Purposes**”):

- to communicate with you, including via email, chat, text message, push notifications, and/or telephone calls in the provision of your Employment Services,
- to recruit employees and conduct employment related background screenings,
- to process payroll, reimburse you for authorized expenses and to administer other compensation related payments in the provision of your Employment Services,
- to administer benefits including but not limited to medical, dental, retirement, leave, insurance and other benefits offered as part of your Employment Services,
- to conduct performance related reviews as part of your Employment Services,
- to provide Employment Services which include utilization of software licensing,
- to contact you in accordance with our Business Continuity Plan and/or in the event of an emergency,
- to advise of delayed office openings or early closures,
- to provide HR management and support services,
- to monitor eligibility work requirements and ensure compliance with state and federal regulations governing such work eligibility,
- to ensure a safe working environment,
- to authenticate your identity,
- to fulfill legal and regulatory requirements; and
- to prevent fraud.

For additional information on Sallie Mae’s use and collection of Personal Information for Employment Processing Purposes please refer to the Sallie Mae Employee Reference Manual.

How Do We Disclose Your Personal Information?

We may disclose your Personal Information for Employment Purposes including but not limited to:

- to fulfill your request or for the purpose explained when you provided the Personal Information
- to fulfill legal and regulatory requirements or comply with federal, state or local laws; civil, criminal or regulatory investigations, or disclose Personal Information to third parties if we reasonably believe that such action is necessary to (a) comply with the law and the reasonable requests of law enforcement; (b) to protect the security or integrity of our services; and/or (c) to exercise or protect the rights, property, or personal safety of Sallie Mae, our customers, visitors, or others;
- to operate, maintain, and provide the features and functionality of the Employment Services, and
- to help maintain the safety, security, and integrity of our Sites, Services, databases and other technology assets, and business; to diagnose or fix technology problems, and otherwise plan for and enhance our Services.

For additional information on Sallie Mae's disclosure of your Personal Information for Employment Purposes please refer to the Sallie Mae Employee Reference Manual.

Contacting Us

If you have any questions or comments about this Notice, you are welcome to write or call us toll-free at:

Sallie Mae HR
300 Continental Drive
Newark, DE 19713
(855) 756-2007

You may also contact us via email at HR_inbox@salliemae.com.