

NOTICE ON COLLECTION (NOC)

OFFICE OF ADMINISTRATIVE HEARINGS

EFFECTIVE DATE: OCTOBER 26, 2021

COLLECTION OF PERSONAL INFORMATION:

The California Department of General Services' (DGS), Office of Administrative Hearings (OAH) is a quasi-judicial tribunal that hears administrative disputes. Any Personal Information collected is authorized by Administrative Procedure Act, the Individuals with Disabilities Education Act and other applicable statutes and regulations.

OAH receives Personal Information by documents submitted by case participants or subpoenaed entities or individuals by mail; facsimile; Secure File Transfer ("SFT") portal; and the Thomson Reuters, Digital Evidence Center (Case Center).

OAH may collect Personal Information (as defined in our Privacy Policy), such as:

- Name;
- Governmental issued identification numbers including, but not limited to, Social Security number and driver's license number;
- Date of birth,
- Medical history and health insurance information;
- Phone number (home, mobile, fax);
- Home address;
- Personal email address(s);
- Security questions and answers;
- Banking account information;

- Credit card/debit card information, (numbers, expiration dates and security verification number);
- Passwords for any personal, financial, business or social media accounts;
- Security questions for access to personal, financial, business or social media accounts;
- Personal income tax information (including Federal);
- Unique biometric data;
- Data collected through the use of cookies and pixels from tools;
- Information that reveals any network location or identity;
- Geolocation;
- Employment history;
- Education history;
- Criminal History;
- Maiden name;
- Mother's maiden name;
- Physical description;
- Other personal information;
- Statements made by, or attributed to the individual; or
- Vehicle license plate number.

USE OF PERSONAL INFORMATION

OAH collects Personal Information for the following purposes:

- To adjudicate administrative disputes through mediations, orders on motions and decisions after hearings.

If you submit any Personal Information relating to other people to us or to our service providers relating to the Program, you represent and warrant that:

- 1) you have the authority to do so and to permit us to use the information in accordance with this Notice of Collection (Notice); and
- 2) the information is accurate.

SHARING OF PERSONAL INFORMATION

DGS Office of Administrative Hearings is permitted to share your Personal Information and other data with other Federal, state and/or local agencies who support or oversee the Program for the following reasons:

- Provide Program services;
- Program management, reporting and evaluation;
- Engage in ordinary business and emergency operations;
- Complying with law, protecting legal rights;
- Audits and reviews of OAH programs; and
- Ensuring safety of the public, employees and property.

Furthermore, any Personal Information collected is subject to the protections and limitations in the California Information Practices Act, the California Public Records Act, and state policy. DGS' general privacy policy is available at:

<https://www.dgs.ca.gov/Privacy>.

POSSIBLE DISCLOSURE OF PERSONAL INFORMATION

DGS may be required to disclose your information to comply with

- applicable laws (including laws outside of your country of residence);
- regulations;
- court orders; or
- government and law enforcement requests, including national security or other law enforcement requirements.

Additionally, if we reasonably believe that it is necessary or appropriate, we reserve the right to use or disclose your information to allow us to pursue available claims or remedies and protect our legal rights, property or the safety of our employees, or others, to the extent allowed by applicable law. This includes exchanging information with companies, law enforcement agencies, the district attorney's office, or the California Attorney General's Office for the purposes of fraud detection, prevention and/or prosecution.

ACCESS TO YOUR INFORMATION.

You have the right to review records containing the information that you provided to DGS Office of Administrative Hearings.

Contact us. To request access to your records, report any inaccuracies, provide comments, request deletions, or file complaints related to privacy or personal information access requests, please contact the DGS Privacy Office at 707 Third Street, 3rd Floor-Room 304, West Sacramento, CA 95605, call us at (916) 376-2918, or email us at DGSPrivacyOffice@dgs.ca.gov

Free privacy protection and computer security resources are available to you at:

<https://oag.ca.gov/privacy/consumer-privacy-resources>