

Humana

Employee Privacy Notice for California Residents

Privacy Policy Last Updated: 06/30/2020

Humana, Inc. (“Humana”) takes privacy seriously, and this Employee Privacy Notice describes the types of personal information we collect about California residents who are current or former Humana (1) employees, owners, directors, officers, medical staff members and contractors (collectively, “Humana Personnel”), (2) emergency contacts of Humana Personnel, and (3) individuals related to Humana Personnel for whom Humana administers benefits (collectively with Humana Personnel, “Covered Individuals”).

Information We Collect and How We Use the Information

Humana may collect the following categories of personal information about Covered Individuals for the purpose of carrying out and supporting human resources functions and activities, including the specific uses set forth in the table below. Our uses of personal information about Covered Individuals are described in further detail below the summary table.

For purposes of this Notice, “personal information” is information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California resident or household. It does not include de-identified or aggregate information or public information lawfully available from governmental records.

CATEGORIES OF PERSONAL INFORMATION OBTAINED	OUR USES OF PERSONAL INFORMATION
<p>Identifiers, such as name, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, phone number, social security number, driver’s license number, passport number, age, date of birth, driving records, background checks, citizenship and visa status, and dependent information.</p>	<ul style="list-style-type: none">➤ Managing recruitment, application evaluation, and on-boarding process (“New employee opportunities”)➤ Determining eligibility to work, administering pay and benefits, managing leaves and absences, and managing business expenses and travel, offering Covered Individuals services and marketing their and Humana’s services, equal opportunities monitoring (“Employee administration”)➤ Making decisions about Humana Personnel’s ongoing engagement and performance management and appraisal (“Employee professional development”)➤ Managing and fulfilling legal and regulatory requirements (“Regulatory and legal”)➤ Authenticating and monitoring access to our buildings, systems, information, and networks (“Providing access”)➤ Complying with security measures, conducting internal investigations, including for noncompliance with law or violations of

	<p>policies or in response to grievances (“Compliance and oversight”)</p> <ul style="list-style-type: none"> ➤ Protecting the health and safety of our staff and others, our resources, and our physical and technological security, disaster recovery (“Preparing for and responding to emergencies”)
<p><u>Characteristics of protected classifications under California or federal law</u>, such as age (over 40); sex/gender (including pregnancy, childbirth, breastfeeding and/or related medical conditions); gender identity or gender expression; marital status; military or veteran status; disability information; and requests for leave from employment for family care, pregnancy, or serious health reasons</p>	<ul style="list-style-type: none"> ➤ New employee opportunities ➤ Employee administration ➤ Regulatory and legal ➤ Employee professional development ➤ Business Continuity
<p><u>Professional or employment-related information</u>, including compensation, bonus, share scheme information, benefits elections, retirement plan information, bank details, health insurance information, health and safety records, information about membership in professional bodies, work history information, resumes, volunteer activities, Helping Hands grants, performance reviews, references, publications and other prior work product, discipline and conduct records, absence records</p>	<ul style="list-style-type: none"> ➤ New employee opportunities ➤ Employee administration ➤ Employee professional development ➤ Regulatory and legal ➤ Preparing for and responding to emergencies
<p><u>Commercial information</u>, including records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.</p>	<ul style="list-style-type: none"> ➤ Employee administration ➤ Compliance and oversight
<p><u>Education information</u>, including degrees or certificates sought or obtained, training records, assessments</p>	<ul style="list-style-type: none"> ➤ New employee opportunities ➤ Employee administration
<p><u>Biometric information</u></p>	<ul style="list-style-type: none"> ➤ Providing access ➤ Employee administration ➤ Regulatory and legal ➤ Preparing for and responding to emergencies
<p><u>Geolocation Information</u></p>	<ul style="list-style-type: none"> ➤ Providing access ➤ Compliance and oversight ➤ Preparing for and responding to emergencies
<p><u>Audio, electronic, visual, thermal, olfactory, or similar information</u>, including CCTV footage photographs, voicemail</p>	<ul style="list-style-type: none"> ➤ New employee opportunities ➤ Employee administration ➤ Employee professional development ➤ Providing access ➤ Compliance and oversight ➤ Preparing for and responding to emergencies
<p><u>Internet or other electronic network activity information</u>, including the time and duration of internet and network connections and how you</p>	<ul style="list-style-type: none"> ➤ Employee professional development ➤ Providing access ➤ Regulatory and legal

use Humana’s technology resources, emails you send/receive, and website browsing history	<ul style="list-style-type: none"> ➤ Compliance and oversight ➤ Preparing for and responding to emergencies
<u>Inferences drawn from any of the information identified in this subdivision to create a profile about a consumer reflecting the consumer’s preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes</u>	<ul style="list-style-type: none"> ➤ Employee administration ➤ Employee professional development
<u>Other information on our systems</u> , such as communications or documents you or others store on our systems	<ul style="list-style-type: none"> ➤ Regulatory and legal ➤ Compliance and oversight ➤ Preparing for and responding to emergencies ➤ Employee development

Further Detail About Our Uses of Personal Information Regarding Covered Individuals

In addition to the uses set forth above, we may use the categories of Personal Information identified to establish or defend legal claims and allegations and to respond to valid legal requests. For more information on our privacy practices generally, please visit our privacy policy at <https://www.Humana.com/privacy-policy>.

As described in Ethics Every Day guide, as well as policies located on Policy Source, employees have no expectation of privacy in their use of, or the contents of, Company-owned property, including voicemail, email and other business records or electronic media. Anything that is sent, received, or stored on any Company-provided electronic media may be read, listened to, tracked or copied without notice.

Security Measures

We aim to protect personal information by implementing and maintaining reasonable security, such as by using reasonable organizational, technological and physical safeguards appropriate to the sensitivity of the personal information we hold. We take measures, which are at least as strict as the law requires, to safeguard your personal information, but we cannot guarantee its absolute security.

Humana has an obligation to ensure that IT systems are used appropriately and that proprietary or confidential information is protected. All associates must assist in protecting these systems and must acknowledge the requirements of the Information Technology Security Agreement when beginning a relationship with Humana, and annually thereafter during Ethics & Compliance Training. If you suspect a privacy and/or security violation, you must follow the Reporting a Suspected Privacy or Security Violation Procedure in Policy Source and promptly report it by choosing the step you feel most comfortable following:

- Report the issue to your leader.
- Report the issue to the next level of leadership.
- Report the issue to HR4U at 1-888-431-4748 or HR4U@humana.com.
- Report the issue to Humana’s Ethics Office at ethics@humana.com.
- Call the Ethics Help Line at 1-877-5-THE-KEY or report your concern(s) at Ethicshelpline.com. You can report the suspected violation anonymously.

- Report information security/asset loss theft issues to the Forensic Security Investigations 24/7 Hotline number at 502-476-2655.
- Report physical security issues to Humana Safety and Security Incident Reporting. Complete an incident report at [go/reporting](#) or call the 24/7 Humana Fusion Center at 1-800-992-8566 or 502-476-4444.
- Humana Government Business: Humana Government Business associates should review policies and procedures on the Humana Government Business SharePoint home page, or to report a suspected privacy or security violation, contact the Humana Government Business Privacy Official at 1-866-838-8242 or HumanaMilitaryPrivacy@humana.com.

If you're an associate in a leadership role and learn of a suspected privacy and/or security violation, contact HR4U at 1-888-431-4748 or HR4U@humana.com, the Ethics Office or the Ethics Help Line.

All associates who violate or fail to comply with the policies and procedures will be subject to disciplinary action, up to and including termination of employment, and may be subject to civil and criminal penalties.

Rights

You have a number of legal rights when it comes to your personal information, including the right to be informed about the personal information we collect and the purposes for which we may use it.

Consumer rights under certain applicable laws to request access to all personal information we may hold about you and to request that we delete such information do not apply to employees, applicants and other personnel at this time. However, under other laws, you may have access to certain personnel details to verify the accuracy of your data, or you may have other privacy rights as an employee. Please contact Jon Spalding, Human Resources Privacy Official at jspalding2@humana.com for additional information.

Accessibility

We are committed to ensuring that our communications are accessible to people with disabilities. To make accessibility-related requests or report barriers, please see [Humana Accessibility Resources](#).

How To Contact Us

If you have any questions regarding this Employee Privacy Notice or our privacy practices, please contact us at:

Humana Human Resources
321 W Main St.
Louisville, KY 40202

888-HR4U or 888-431-4748
HR4U@humana.com