



**NEXTGEN HEALTHCARE, INC.**

**EMPLOYEE AND APPLICANT PRIVACY NOTICE**

**Effective Date: January 1, 2023**

This document is to notify you that NextGen Healthcare, Inc. and its subsidiaries (collectively, “NextGen”, “We”, “Us” or “Our”) collects certain personal information in connection with your employment, application for employment or independent contractor relationship. We collect, use and disclose the following categories of personal information regarding job applicants, employees and their emergency contacts and beneficiaries, and independent contractors (collectively, “You”):

Categories of Personal Information Collected	Disclosed for a Business Purpose?	Categories of Third Parties to whom the Personal Information is Disclosed
Name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, social security number, driver’s license number, passport number, or other similar identifiers	Yes	<ul style="list-style-type: none"> <li>• Third-party service providers including, but not limited to, payroll processors, benefits administration providers and data storage or hosting providers as well as credit card vendors, travel agents and similar service providers who support the performance of your employment responsibilities</li> <li>• Other members of our group of companies</li> <li>• Government agencies or law enforcement to comply with legal obligations or valid legal processes such as search warrants, subpoenas or court orders and to protect our rights and property or protect the rights, property or safety of others</li> <li>• Buyers/acquirors in the event of a corporate transaction, including but not limited to a divestiture, merger, consolidation, or asset sale, or in the unlikely event of bankruptcy</li> </ul>
Name, signature, social security number, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, or health insurance information	Yes	
Characteristics of protected classifications under California or federal law (race, color, national origin, religion, gender (including pregnancy), disability, age (at least 40 years old), citizenship status, sexual orientation, gender identity and gender expression)	Yes	
Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding interaction with an internet web site, application, or advertisement	Yes	
Audio, electronic, visual, or similar information	Yes	
Professional or employment-related information	Yes	
Education information	Yes	

We collect, use and disclose the following categories of sensitive personal information regarding job applicants, employees and their emergency contacts and beneficiaries, and independent contractors:

Categories of Sensitive Personal Information Collected	Disclosed for a Business Purpose?	Categories of Third Parties to whom the Sensitive Personal Information is Disclosed
Personal information that reveals social security, driver’s license, state identification card, or passport number	Yes	<ul style="list-style-type: none"> <li>• Third-party service providers including, but not limited to, payroll processors, benefits administration providers and data storage or hosting providers as well as credit card vendors, travel agents and similar service providers who support the performance of your employment responsibilities</li> <li>• Other members of our group of companies</li> <li>• Government agencies or law enforcement to comply with legal obligations or valid legal processes such as search warrants, subpoenas or court orders and to protect our rights and property or protect the rights, property or safety of others</li> <li>• Buyers/acquirors in the event of a corporate transaction, including but not limited to a divestiture, merger, consolidation, or asset sale, or in the unlikely event of bankruptcy</li> </ul>
Personal information that reveals account log-in, financial account, debit card, or credit card number in combination with any required security or access code, password, or credentials allowing access to an account	Yes	
Personal information that reveals racial or ethnic origin	Yes	

NextGen does not use or disclose the above sensitive personal information for any purpose other than those permitted under applicable state and federal laws and/or regulations.

The personal information, including the sensitive personal information, described above are collected directly from you when you apply for employment and during your employment or from other sources such as benefit providers, third parties for reference checks (e.g., past employers), recruitment agencies, background check agencies, timekeeping software, internal or third-party tracking of usage of NextGen email and telephone systems and computer networks, public agencies (e.g., tax authorities, the State Department of Fair Employment and Housing, the State Labor Commissioner, the State Occupational Safety Administration, and if applicable to the position, the State Department of Motor Vehicles), workers’ compensation carriers, law enforcement agencies and litigation.

We use the personal information, including the sensitive personal information, described above only for business purposes related to your employment, application for employment, or independent contractor relationship. Those purposes may include:

- To evaluate an applicant's qualifications and suitability for employment
- To administer pre-employment and post-employment tests and training activity
- To complete the onboarding process
- To conduct criminal and other background checks on applicants and employees
- To manage the terms and conditions of employment, such as payment of wages/salary, direct deposit authorization, the provision and administration of benefits and leaves of absence and maintenance of emergency contact information
- To process work related claims (e.g., insurance claims)
- To prepare and maintain legally required records, such as I-9 forms, EEO-1 forms and affirmative action plans
- To provide a safe work environment
- To manage employee timekeeping
- To maintain information regarding training, disciplinary action, injuries and other employment history
- To ensure compliance with NextGen's policies and regulatory and legal requirements
- To meet tax obligations
- To detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, and prosecute those responsible for that activity
- To achieve other operational purposes for which the personal information was collected that are compatible with the context in which the personal information was collected and Our employment or independent contractor relationship

We will retain the personal information, including sensitive personal information, described above as long as necessary to fulfill the purpose for which it was collected, or as required by applicable laws or regulation.

## California Privacy Rights Act (CPRA)

If you are a California resident, you have the following rights under the CPRA:

*Right to Know:* You have the right to request that We disclose certain information to you about Our collection and use of certain personal information, including sensitive personal information, about you as described below:

- The specific pieces of personal information collected;
- The categories of personal information collected;
- The categories of sources from whom the personal information is collected;
- The purpose for collecting, selling or sharing the personal information;
- The categories of third parties with whom We have disclosed the personal information;
- The categories of personal information that We have sold or shared, and the categories of third parties to whom the personal information was sold or shared, by category or categories of personal information for each third party to whom the personal information was sold or shared;
- The categories of personal information that We disclosed for a business purpose and the categories of persons to whom it was disclosed for a business purpose.

*Right to Delete:* You have the right to request that We delete your personal information, subject to certain exceptions.

*Right to Correct Inaccurate Personal Information:* You have the right to request that We correct inaccurate personal information we maintain about you, taking into account the nature of the personal information and the purposes of the processing of the personal information.

*Right to Opt-Out of Sale or Sharing:* As stated above, We do not sell or share your personal information.

*Right to Limit the Use and Disclosure of Sensitive Personal Information for Certain Purposes:* As stated above, We do not use or disclose your sensitive personal information for any purpose other than those permitted under the CPRA.

*Freedom from Discrimination:* You have the right not to receive discriminatory treatment for exercising your rights above, including not to be retaliated against for exercising such rights.

To exercise the CPRA rights above, you must submit a verifiable request to us by calling us at 1-844-664-6941 or submitting a request by visiting our data subject access request link [here](#). To submit a verifiable request, you will be asked to provide certain information to help Us verify your identity. The information we ask you to provide to initiate a request may differ depending upon the type of request, the type, sensitivity and value of the personal data that is the subject of the request, and the risk of harm to you that may occur as a result of unauthorized access or deletion, among other factors.

You may designate an authorized agent to make a request on your behalf by providing the agent with signed written permission to do so.

If you have any questions regarding the information contained in this notice, please contact [privacy@nextgen.com](mailto:privacy@nextgen.com).