

Privacy Notice on Collection

In line with the Information Practices Act of 1977 (Civil Code section 1798 and following), the State Personnel Board (SPB) provides this notice about how we collect and use personal information.

What We Collect

SPB collects personal information as allowed by law to carry out our duties under Article VII of the California Constitution, Government Code section 18500 and following, and applicable regulations contained in Title 2 of the California Code of Regulations. This includes, but is not limited to:

- Managing the State civil service merit system
- Investigating and adjudicating employment-related complaints
- Conducting disciplinary, examination, and employment appeals

The information we collect—such as your name, contact details, employment history, and civil service records is necessary to fairly evaluate cases and make decisions. Without it, SPB may not be able to fulfill its responsibilities.

Only the information requested should be provided. We do not request or use personal information beyond what is legally authorized.

What We Do With Your Information

We use personal information only for the purpose it was collected or as allowed by law. When we request personal information, we specify what it will be used for and under what legal authority we're requesting it. We will specify the purpose for the request at, or prior to, the time of collection in a privacy notice included on the form used to collect personal information.

We do **not** sell or share your personal information with third parties, except:

- As authorized by law or regulation
- With your consent
- To other state agencies involved in your case

Your Rights

You have the right to access your records containing your personal information maintained by SPB, to request access to your records, report any inaccuracies, provide comments, or file complaints related to your privacy rights, please contact SPB's Privacy Officer via:

Mail: State Personnel Board
Attn: Privacy Officer
1515 S Street, Suite 500N
Sacramento, CA 95811

Phone: (916) 909-2807

Email: Privacy.Officer@calhr.ca.gov

Note: The Department of Human Resources (CalHR) manages privacy related matters for SPB.

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Print Version

- Privacy Notice on Collection (PDF) - This file requires [Adobe Reader – get a free download](#).

Other Information

- SPB's Privacy Policy
- For more general information about online privacy and security, please go to the [Department of Justice's Online Privacy webpage](#).

