

Applicant/Employee Privacy
Notice

LAST UPDATED: DECEMBER 14, 2022

This notice describes the categories of personal information (“PI”) which may be collected by Toyota Industries North America, Inc. and its subsidiaries or affiliated companies (collectively, “Company”), and the purposes for which the PI may be used. This notice applies to all individuals applying for a role with the Company and all Company employees.

Categories of Personal Information Collected

Identifiers and Contact information. This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver’s license or state identification numbers, bank account information, and other similar contact information and identifiers.

Protected classification information. This category includes characteristics of protected classifications under California or federal law, including residency and work permit status, gender, race and ethnicity.

Internet or other electronic network activity information. This category includes without limitation:

- all activity on the Company’s information systems, such as internet browsing history, search history, intranet activity, email communications, social media postings, stored documents and emails, usernames and passwords
- all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an Employee’s use of company-issued devices
- when you visit the careers site, we may use cookies, web beacons, tags and scripts.

Geolocation data. This category includes GPS location data from company-issued mobile devices and company-owned vehicles.

Audio, electronic, visual, thermal, olfactory, or similar information. This category includes, for example, information collected from camera and similar devices, and/or thermometers.

Biometric information. This category includes fingerprint scans and related information, and certain wellness metrics.

Professional and employment-related information. This category includes without limitation:

- data submitted with employment applications including salary history, employment history, employment recommendations, etc.
- background check and criminal history;
- work authorization
- fitness for duty data and reports
- symptoms and other indicators of exposure to the coronavirus, COVID-19
- travel information and information regarding close contacts
- performance and disciplinary records

- salary and bonus data
- benefit plan enrollment, participation, and claims information
- leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members

Education information. This category includes education history.

Inferences drawn from the PI in the categories above. This category includes engaging in human capital analytics, including but not limited to, identifying certain correlations about individuals and success on their jobs, analyzing data to improve retention, analyzing data for benefit plan offering and services, and analyzing employee preferences to inform HR Policies, Programs and Procedures

Purposes Personal Information is Used

- Collect and process employment applications, including confirming eligibility for employment, background and related checks, checks regarding fitness for duty, onboarding, and related recruiting efforts
- Processing payroll and employee benefit plan and program design and administration including enrollment and claims handling, and leave of absence administration
- Maintaining personnel records and record retention requirements
- Communicating with employees and/or employees' emergency contacts and plan beneficiaries
- Complying with applicable state and federal health, labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws, guidance, or recommendations
- Preventing unauthorized access to, use, or disclosure/removal of the Company's property, including the Company's information systems, electronic devices, network, and data
- Ensuring and enhancing employee productivity and adherence to the Company's policies
- Investigating complaints, grievances, and suspected violations of Company policy
- Design, implement, and promote the Company's diversity and inclusion programs
- Facilitate the efficient and secure use of the Company's information systems
- Ensure compliance with Company information systems policies and procedures
- Improve safety of employees, customers and the public with regard to use of Company property and equipment

- Improve efficiency, logistics, and supply chain management
- Improve accuracy of time management systems
- Evaluate an individual's appropriateness for a participation position at the Company, or promotion to a new position
- To authenticate your access to the careers site and to capture your interactions, preferences, transactional information and other device and connection information relating to your use of the site.
- Customer engagement and other legitimate business purposes

Disclosure of Personal Information

To carry out the purposes outlined above, the Company may share information with third parties, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies and other public authorities in response to lawful requests. Except with respect to the Company's use of certain third party cookies and similar technology, which may constitute a "sale" under California law, the Company does not sell your PI.

Data Retention

Your PI is kept permanently or as otherwise required by applicable law.

Your Rights

Depending on where you are located, you may have certain rights under local privacy laws over the PI the Company holds about you. These may include the right to:

- Access the PI we hold about you.
- Have incorrect PI updated or deleted.
- Have your PI deleted.
- Restrict the processing of your PI.
- Object to the processing of your PI carried out on the basis of the Company's legitimate interests.
- Receive a copy of your PI in an electronic and machine-readable format.
- Receive the categories of sources from whom the Company collected your PI.

The Company will not discriminate against you for exercising your rights.

You, or an authorized individual who we can verify is acting on your behalf, can exercise the applicable rights by contacting the Company at privacyofficer@tina.toyota-industries.com.

Changes to this Notice

The Company may revise this notice at any time at the Company's discretion. The "Last Updated" legend at the top of this notice indicates when this notice was last revised. Any changes will become effective when the Company posts the revised notice.

If you have questions about this notice, you may email privacyofficer@tina.toyota-industries.com.