

PACCAR

Global Employee Privacy Statement

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1. Introduction

This PACCAR Employee Privacy Statement (the “Statement”) describes how PACCAR Inc and our subsidiaries and affiliates (“PACCAR,” “we,” “us,” and/or “our”) process personal data we collect from and about employees and independent contractors (collectively, “Personnel”) in the context of their employment or engagement with us. This Statement explains the types of personal data we collect, how we may use, disclose, and retain that information, and how you can contact us if you have any questions with respect to how we process your personal data. Contents of this statement:

- Personal Data We Collect & How We Use It
- To Whom We Disclose Your Information
- Data Retention
- Additional Notice to California Residents
- Additional Notice to European Residents
- Changes to Our Privacy Statement
- Contact Us

2. Personal Data We Collect & How We Use It

In general, we collect your personal data for:

- Human resources and personnel management,
- To ensure your health, safety and security,
- For business process execution and internal management,
- For organizational analysis and development and management reporting; and
- Compliance with legal obligations.

Below is an overview of the types of personal data we use from applicants, employees, and former employees. Please note that this is a general overview applicable to all PACCAR employees, and that we will provide separate information when we use your personal data in a substantially different way than listed below.

Employees provide us with some information because of legal and contractual requirements. Please note, failure to provide such information mentioned may affect your employment with PACCAR since this information is necessary for the performance of your employment or contract and for us to comply with applicable laws.

We obtain the personal data described in this section directly from you in connection with your application process and employment with PACCAR. We also may obtain certain personal data from third parties to whom you have provided your consent, including information obtained from a background check.

2.1 Applicants

PACCAR collects certain personal data from employees during the recruitment and job application process. Below is a summary of the categories of personal data we collect and how we may use it.

Categories of personal data	Purpose
Contact information, such as your telephone number, e- mail address and home address; education, work history, certifications and licenses and language skills; geographic preferences, references, salary expectations, information in documents you choose to provide such as a cover letter or curriculum vitae (“Recruitment Information”)	To process your employment application, including assessing your qualifications for a job, conducting reference checks, and communicating with you about your application To be able to determine appropriate compensation and job suitability, and to comply with relevant legal and reporting requirements
Other information you may voluntarily choose to provide such as your race, a disability, or veteran status	To monitor and promote equal opportunities and Equal Employment Opportunity purposes.

2.2 Employees

Below is a summary of the categories of personal data we use and why we may use it when you become an employee of PACCAR entities.

Categories of personal data	Purpose
Contact information, such as your name, telephone number, e-mail address and home address	To be able to contact you for work-related matters, newsletters, compensation booklets, and general administration purposes
Function information, such as your job position, availability details, working hours	To be able to identify your role and availability within the company
Bank account information, such as your bank account number and routing number	To pay your salary
Salary information, such as salaries paid, payment details, worked hours, leave and absences, and outplacements	To pay your salary and file the information for tax requirements and general administration purposes

Social security number, passport number, driver's license number, visa/temporary or permanent residence and immigration status information	To prove that you are the individual working for us, for immigration authorization, to administer benefits, for payroll setup, to make required tax reporting, and for record keeping
Sex life (e.g. partners, sex-related diagnoses) and sexual orientation	To be able to administer benefits, including when we process an employee's partner's information
Health related and health insurance information	To comply with legal requirements related to laws such as the Americans with Disabilities Act, Family Medical Leave Act, and worker's compensation
Union membership, such as lists of employees, pension payments, or any information pertaining to the current collective bargaining agreement	To be able to administer payment of union dues
Performance information, such as the outcomes of performance reviews, ratings, and key performance indicators	To determine appropriate compensation and benefits, and monitor and improve your performance as necessary
Development information, such as training certificates you have obtained, mandatory trainings completed	To track your development, define training needs and determine appropriate compensation and benefits
Travel information, such as itineraries, identification information, expenses made	To be able to book and pay for business required travel
Photographs, such as your image which is printed on your badge and other photographs for internal business purposes	To identify employees who are allowed to enter our premises and provide you with building access and as part of internal announcements
CCTV recordings on PACCAR premises	To protect our property and to detect and respond to theft or and hazardous behavior in our company locations
Working time registration, such as the time you enter and exit PACCAR facilities and, at times, which workstation you are operating	To record the correct working time in order to be able to pay your wages and if applicable to comply with social security and tax requirements
Insurance information, such as your name, date of birth, sex, address, date of employment, annual fulltime salary, part time percentage, social security number, and related health status	To provide you with the necessary, required and additional insurance in case of incapacity to work or a layoff

Content of emails from PACCAR email accounts	To be able to conduct investigations or implement litigation holds
Pension information, such as your name, date of birth, sex, address, date of employment, marital status, part time percentage, annual fulltime salary, personnel number, social security number	To provide you with a pension during retirement
Personal data in our network systems, computer systems, communication equipment, access controls and other internal management/administration information, such as account names, passwords, logging information, your business e-mail account, and internet usage	To monitor and investigate compliance with PACCAR's policies, procedures, and regulations
License number for personal car, motorcycle, or other mode of commuting	To give you access to the premises or parking facilities and to be able to contact you in case of emergencies
Health and safety information, such as information about your ability to safely perform or re-integrate into your function or job responsibilities	To ensure a safe and healthy work environment for you and your colleagues

In addition to your personal data, we also collect the personal data of your dependents and other related individuals, which we have summarized below:

Categories of personal data	Purpose
Information about your children, such as their name, date of birth, and certain educational information	To invite you and your children to children's events organized by us; to be able to provide you with parental leave and if applicable to comply with insurance or tax requirements
Information about your need to provide care for your partner, children, parent and/or siblings, such as a statement from a medical professional about the amount of care needed from you	To be able to provide you with caregiver's leave and if applicable to comply with tax requirements

Information about your partner, such as your relationship status (married, civil union), name, date of birth and personal identification number of your partner and the name and date of birth of children you might have under the age of 18	To provide partners and children of deceased or incapacitated employees with benefits by insuring them for such events
Information about your medical emergency person, such as his or her name and telephone number	To be able to contact a close friend/relative when you experience a medical emergency on our premises

2.3 Former employees

After your employment with PACCAR comes to an end, we may still need to collect and use your personal data. Below is a summary of the categories of personal data we use and why we may use it.

Categories of personal data	Purpose
Contact information, such as your name and home address	To be able to send you updates about us, like a newsletter
Wage administration, including tax- exempt reimbursements, such as employee information, name, data of birth, social security number and address, as well as requests to apply any wage withholding amounts	To comply with relevant legal requirements
Employment profile and/or contract	To comply with relevant legal requirements and data retention obligations
Content of emails from PACCAR email accounts	To be able to conduct investigations or implement litigation holds To obtain information about deceased and/or former employees To access information needed for business continuity purposes when a former employee or current employee who is incapacitated has essential information needed to carryout PACCAR duties stored in their email account.
Identification documents of foreign nationals (copies)	To comply with relevant legal requirements, such as for immigration or other government administrative obligations
Pension or retirement benefits program information	To comply with relevant legal requirements

Copy of identification documents of expatriate employees	To comply with relevant legal requirements, such as for immigration or other government administrative obligations
Information necessary for dispute resolution, such as the grounds and your correspondence with us about severance or other (in)voluntary exit from our organization	To be able to react to any such claims which might come up after you have (in)voluntarily left our organization

3. To Whom We Disclose Your Information

We disclose your information with PACCAR related entities, which fall under the same data protection standards. Besides our own entities, we also disclose personal data with third parties who assist in the administration, processing and management of certain activities pertaining to employees as well as other third parties with whom we are required or requested to disclose information. These third parties include:

- Insurance firms,
- Benefits administrators and providers,
- Unions,
- Training service providers,
- Temporary employment agencies,
- Recruitment firms,
- Background check agencies,
- Pension funds and other retirement benefits providers,
- Communication services,
- Employee survey providers,
- Banks and payroll providers,
- Travel agencies,
- IT suppliers,
- Accountants,
- Financial, tax, auditing or legal advisors,
- Relevant Government departments and agencies,
- Relatives or legal representatives of employees; and
- Forensic specialists.

4. Data Retention

Different retention periods apply for different types of personal data that we collect. Unless a longer period is necessary for our legal obligations or for the exercise of a defense of legal claims, we will store your personal data for as long as is required:

- For the purposes for which the data was collected,
- As business records reasonably retained in the normal course of business,
- To respond to any questions, complaints or claims that may be made by you or on your behalf; or
- To keep records required by law.

4.1 How long do we keep recruitment data?

We keep this recruitment data during your employment with us to prove you were suitable for the position when you were hired, to monitor your development within PACCAR and to determine the appropriate compensation and benefits applicable to your professional experience and background.

4.2 How long do we keep employee data?

In general, we keep employee data for as long as you are employed with us, with some time to allow for the secure destruction of the personal data that is no longer necessary. For tax, pension, insurance, and other administration purposes, we might be required to keep your personal data after employment.

5. Additional Notice to California Residents

The California Consumer Privacy Act or “CCPA” (California Civil Code Section 1798.100 et seq) gives Personnel who are California residents the right to receive notice of the following information with respect to our collection of personal information (as defined in the CCPA):

- Categories of personal information collected Over the preceding 12 months, we have collected the following categories of personal data: identifiers, characteristics of protected classifications under federal and California law, Internet or other electronic network activity information, visual information, professional or employment-related information, education information, financial information, medical information, and health insurance information. For more details regarding the personal data we collect, please see “Personal Data We Collect & How We Use It” above.
- Categories of personal information disclosed for a business purpose Over the preceding 12 months, we have disclosed the following categories of personal information for a business purposes: identifiers, characteristics of protected classifications under federal and California law, Internet or other electronic network activity information, visual information, professional or employment-related information, education information, financial information, medical information and health insurance information. For more details regarding the third parties with whom we have disclosed personal information, please see “To Whom We Disclose Your Information” above.
- Categories of sensitive information collected Over the preceding 12 months, we have collected the following categories of sensitive personal information: Social security, driver’s license, state identification card, or passport number; racial or ethnic origin, or union membership; the contents of emails; personal information concerning health; personal information concerning sex life or sexual orientation. Please note, while you may choose to access your PACCAR laptop, phone or other devices using your fingerprint, facial recognition or other biometric information, PACCAR does not collect this information, and any use of your biometric information is governed by the provider of the device. For more details regarding the data elements we collect, please see “Personal Data We Collect & How We Use It” above.
- Categories of sensitive personal information disclosed for a business purpose Over the preceding 12 months, we have disclosed the following categories of sensitive personal data for a business purpose: Social security, driver’s license, state identification card, or passport number; racial or ethnic origin, or union membership; the contents of emails; personal information concerning health; personal information concerning sex life or sexual orientation. For more details regarding the third parties with whom we have disclosed personal information, please see “To Whom We Disclose Your Information” above.

- Purposes for which the categories of personal information and sensitive personal information are collected and used We use the personal data we collect for the purposes described in the “Personal Data We Collect & How We Use It” above.

- In the preceding twelve (12) months, we have not sold or shared any personal information including sensitive personal information.

5.1 Your Rights and Choices under the CCPA

Under the CCPA, you or an authorized agent acting on your behalf, may have the right to: (i) know information regarding the personal information PACCAR collects and request access to your personal information, (ii) know what personal information PACCAR sells or shares and to whom, (iii) request deletion of your personal information, (iv) request correction of inaccurate personal information, (v) opt out of the “sale” and/or “sharing” of your personal information (as those terms are defined by the CCPA), and (vi) not be discriminated against for opting out or exercising any of your rights under the CCPA. If you submit a request, we may ask you to provide certain information to verify your identity and respond to your requests. We will endeavor to respond to your requests within forty-five (45) days of receipt of your request, after proper verification, unless we need additional time, in which case we will let you know.

PACCAR will not discriminate against you for exercising any of your CCPA rights.

5.2 You may submit a request under the CCPA by:

- Contacting the Data Protection Department at 1 (844) 664-1999 or
- Emailing the Data Protection Department at dataprotection@paccar.com

6. Additional Notice to European Employees

Under the laws of the EU, certain data we collect is considered “personal data.” We may have certain obligations and you may have certain rights with respect to this data.

6.1 International Transfer

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (EEA) for the purposes described in this Statement. Under the European General Data Protection Regulation (GDPR) or equivalent laws, some countries may be deemed to not provide an adequate level of data protection for your personal data. When we transfer personal data outside of the EEA, we will ensure suitable safeguards are in place. These protections may include a legal mechanism such as the standard contractual clauses approved by the European Commission, which helps to ensure that the parties to whom we disclose your personal data uphold the same or similar standards of data protection as PACCAR.

6.2 Role of Company as a Controller or Processor

If you are located in the EEA, UK, or Switzerland, PACCAR may act as the controller as defined under applicable law when processing of your personal data.

6.3 Legal Basis for Processing

PACCAR’s legal basis for processing your personal data depends upon the specific context in which we collect or use it. In many cases, we will process your personal data based on our legitimate interests. Examples of these legitimate interests include recruiting appropriate personnel, performing personnel management, rewarding, monitoring, and improving employee

development, and protecting business property and premises. You have a right to object to processing on the basis of legitimate interests.

If consent is the legal basis, we will obtain your consent and let you know how you can withdraw your consent.

Our other legal bases for processing include performance of a contract or legal obligation.

6.4 Special Categories of Personal Data

Some of the personal data that we collect and use may be considered special categories under the GDPR. When we process special categories personal data, we will apply suitable levels of technological and organizational measures to keep this data safe.

6.5 Your Rights

Employees in the EEA may have certain rights related to their personal data. This includes the right to access, correct and receive a copy of your personal data, the right to deletion of your personal data, the right to data portability, the right to restrict the processing of your personal data, the right to object or withdraw consent to the processing of your personal data, and the right to lodge a complaint with a regulatory authority. If you are a user in the EEA and have questions regarding how to exercise your rights with PACCAR or wish to submit a request, please contact dataprotectionofficer@daftrucks.com.

For more details regarding how PACCAR processes personal data of European employees see the PACCAR EU Employee Privacy Statement.

7. Changes to Our Privacy Statement

PACCAR may update this Statement from time to time. Each version of this Statement is identified by its effective date. Please make sure to check the [PACCAR Compliance SharePoint Site](#) for the most up to date version of this Statement. If material changes are made to this Statement, we will notify you before the changes go into effect.

8. Contact Us

If you have any questions and/or concerns regarding this Privacy Statement or requests pertaining to the collection, storage, or use of your personal data, please contact your HR representative or you may contact the Data Privacy and Protection Department:

Data Privacy and Protection Department

P.O. Box 1518

Bellevue, WA 98009

+1 (425) 468-7400

+1 (844) 664-1999

DataProtection@paccar.com

For any questions pertaining to PACCAR's European companies, including exercising your rights as a European data subject or questions about data transfers within or outside of the EEA, you can contact the following email address: dataprotectionofficer@daftrucks.com.