



# Privacy Notice

## Purpose

The purpose of this Privacy Notice ("Notice") is to describe TVS SCS's privacy practices with respect to our collection of Personal Information as required under the California Consumer Privacy Rights Act ("CPRA") and the TVS SCS Global Privacy Policy. TVS SCS reserves the right to update and amend this Notice at any time.

## Who?

TVS Supply Chain Solutions Limited and its affiliates (also referred to as "TVS SCS," "we," "us," or "our," or collectively as "the Company") are committed to protecting personal information.

This Notice applies to individuals who reside in the State of California ("Consumers") and from whom we collect "Personal Information" as described in the CPRA. We provide you Notice because, under the CPRA, California residents who are job applicants and employees qualify as Consumers. For the purposes of this Notice, when we refer to Consumers, we mean you only to the extent you are a consumer of the Company who resides in California.

This Notice also applies to TVS SCS NA employees, contractors, and individuals whose personal information is collected from.

For legitimate business purposes, TVS SCS does provide the personal and sensitive personal information outlined in this Notice to service providers, contractors, external auditors, and legal counsel to facilitate the services they provide to us. Additionally, TVS SCS does provide personal and sensitive personal information outlined in this Notice to governmental, legal, regulatory, and other authorities upon request and when required.

## How?

The Company collects data by obtaining it directly from consumers through verbal and written formats via paper and electronic forms, surveys, communications (phone, text, emails, conversations, for example), data analytics within technology systems, observation, etc.



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## What does TVS SCS collect?

*Categories of Personal and Sensitive Personal Information we may collect:*

- Protected Classifications, such as sex, sexual orientation, gender identity, religion, age, date of birth, race, ethnic origin, marital status, disability, medical or mental condition, familial status, and veteran or military status.
- Personal Identifiers and Contact Information, such as full name, alias, postal or mailing address, email address, telephone numbers, driver's license or state identification card number, candidate ID number, username for Company accounts and systems, SSN, passport and visa information, immigration status and documentation, and emergency contact information.
- Pre-Hire Information and Educational/Professional Background, such as work history, academic and professional qualifications, educational records, references, interview notes, job application, resume, background check results, drug test results, candidate evaluation records and assessments, work samples, voluntary disclosures, and Wage Opportunity Tax Credit (WOTC) information.
- Biometric Information, such as fingerprints, facial recognition, handprints, keystroke, or other physical patterns.

## What does TVS SCS do with my Information?

The Company collects and uses Personal Information and Sensitive Personal Information for human resources, employment, benefits administration, health and safety, and business-related purposes to be in legal compliance to run everyday business functions.

TVS SCS is committed to only collecting Personal and Sensitive Personal Information for the purposes it was collected and to only retain data for as long as needed. **TVS SCS does not sell your data.**

For the purposes of this Notice, Personal Information does not include publicly available information from government records or de-identified or aggregated consumer information.



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## Why?

*The Company collects Personal Information to use or disclose as appropriate to:*

- Fulfill or meet the purpose for which you provided the information.
- Comply with all applicable laws and regulations, including but not limited to local, state, and federal laws and regulations requiring employers to maintain certain records (such as immigration compliance records, travel records, personnel files, wage and hour records, payroll records, accident or safety records, and tax records), as well as local, state, and federal law, regulations, ordinances, guidelines, and orders relating to COVID-19.
- To evaluate your job application and candidacy for employment.
- Obtain and verify background checks and references.
- Communicate with you regarding your candidacy for employment.
- Fulfill other purposes as reasonably determined at the Company's discretion.
- Promote and foster workplace diversity, equity, inclusion, and belonging (DEIB).
- Investigate and enforce compliance with potential Company policies and procedures breaches.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain the Company's operations, including for safety purposes.
- For marketing purposes.
- Exercise or defend the legal rights of the Company, its employees, affiliates, customers, contractors, and/or agents.

## For How Long?

These categories of information are maintained for as long as legally required and allowable, based on State and Federal laws. The time frames are further determined based on reasons/nature for collection, such as applicant data collected versus employee data collected, the amount of data collected, and the sensitivity of the information. Per the CPRA, TVS SCS "shall not retain a consumer's personal information or sensitive personal information for each disclosed purpose for which the personal information was collected for longer than is reasonably necessary for that disclosed purpose" and will provide notice of reasons for data collection per Section 1798.100.



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## What are my Rights?

If you are a consumer in the state of California, you are granted the rights to request access to your data, to non-discrimination, to correct inaccurate personal information, to delete personal information, and to limit the use and disclosure of sensitive personal information collected about you.

TVS SCS NA has expanded these rights to all TVS SCS NA employees.

## How do I access my Rights?

Please contact [privacyrights@tvsscs.com](mailto:privacyrights@tvsscs.com) or (636) 621-0189 to access these rights and to access this Notice in an alternative format due to having a disability or for any further inquiries regarding this Notice.

When making a request, please provide adequate evidence verifying your identity and describe the right you wish to access so we can efficiently and accurately address your request.



***BELIEVE IN THE  
POWER OF US***