

## **Notice at Collection**

This **Notice at Collection for California Employees** (“Notice”) applies solely to all job applicants, employees, owners, directors, officers, and contractors (collectively referred to in this Notice as “employees”) who reside in the State of California (“employee” or “you”). Kuehne + Nagel and our subsidiaries and affiliates (collectively, “Kuehne + Nagel”, “Company”, “we”, “us”, or “our”) adopt this notice to comply with the California Consumer Privacy Act of 2018 (“CCPA”) and its amendments in the California Privacy Rights Act of 2020 (“CPRA”), and any terms defined in the CCPA and CPRA have the same meaning when used in this Policy.

Effective January 2023, employees have the same rights as consumers under the CCPA. To view our full Privacy Policy, visit: [Kuehne + Nagel Global Privacy Policy](#). If you’re a Kuehne + Nagel employee, you can view our Workplace Privacy Policy at: [Kuehne + Nagel Workforce Privacy Policy](#). If you’re a California resident, you can find links to your rights and further policy information in both documents by clicking the “Privacy Statement California” link.

### **Use of Personal Information**

Kuehne + Nagel is collecting your personal information to support its business operations. We will not sell the personal information we collect nor use it for advertising purposes or to infer characteristics about you.

We may use, or disclose the Personal Information we collect for one or more of the following purposes:

- To fulfill or meet the reason you provided the information;
- Comply with all applicable laws and regulations;
- Recruit and evaluate job applicants and candidates for employment;
- Conduct background checks;
- Manage your employment relationship with us, including for:
  - onboarding processes;
  - timekeeping, payroll, and expense report administration;
  - employee benefits administration;
  - employee training and development requirements;
  - the creation, maintenance, and security of your online employee accounts;
  - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
  - workers' compensation claims management;
  - employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
  - other human resources purposes;
- Manage and monitor employee access to company facilities, equipment, and systems;
- Conduct internal audits and workplace investigations;
- Investigate and enforce compliance with and potential breaches of Company policies and procedures;
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company;

- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance;
- Perform workforce analytics, data analytics, and benchmarking;
- Administer and maintain the Company's operations, including for safety purposes;
- For client marketing purposes;
- Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents.

We will not collect additional categories of Personal Information or use the Personal Information we collect for materially different, unrelated, or incompatible purposes without providing you notice.

### Categories of Information Collected

Categories of personal information are listed in the table below. The table also lists, for each category, our expected retention period for that category, and the business purpose for collecting each category of information.

<b>Personal Information Category</b>	<b>Examples</b>	<b>Retention Period</b>
A. Identifiers.	A real 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.	Collected on an ongoing basis as needed and used for a business purpose
B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).	A name, signature, Social Security number, physical characteristics or description, 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, medical information, or health insurance information.  Some personal information included in this category may overlap with other categories.	Some of this information is kept on an ongoing basis, some for 30 years, and some is 10 years
C. Protected classification characteristics under California or federal law.	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender	Some of this information is collected on an ongoing basis as part of the application

	expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).	process. For applicants not selected, the timing is 3 years.
D. Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	This is collected for 10 Years.
E. Biometric information.	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	Not Collected
F. Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.	This is collected for 10 years.
G. Geolocation data.	Physical location or movements.	Not Collected
H. Sensory data.	Audio, electronic, visual, thermal, olfactory, or similar information.	CCTV retention is kept between 30-90 days depending on location. Individual IDs photos are kept for badge purposes during employment.
I. Professional or employment-related information.	Current or past job history or performance evaluations.	This information is kept on an ongoing basis as needed.
J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	Not Collected

K. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	KN collects data regarding skills and preferences from employees for internal business purposes.
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Kuehne + Nagel will not retain personal information for time periods longer than reasonably necessary.

Kuehne + Nagel will not discriminate against you in any way for exercising your rights under the CCPA.

If you have any questions about this Notice or need to access it in an alternative format due to having a disability, please contact:

Stephen Alfano, Corporate Counsel/Regional Data Protection Officer

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Attn: Stephen Alfano

EFFECTIVE DATE: January 1, 2023.