

# Notification Form CCPA

---

## 1 PURPOSE AND INTENT

The purpose of this Notification Form is to ensure compliance with applicable Data Protection Legislation when Vestas is collecting and processing personal data from data subjects.

**Vestas - American Wind Technology, Inc.**, and its operating groups, subsidiaries and affiliates (“the Company”), are committed to protecting the privacy and security of personal information of its employees (“Employees”) and their emergency contacts and beneficiaries. The Company collects personal information of Employees and their emergency contacts and beneficiaries in connection with its human resources activities. The Company does not sell or otherwise disclose this personal information for monetary consideration or a business purpose to any third parties.

The Company is committed to complying with the California Consumer Privacy Act (CCPA”) effective January 1, 2020; and all data privacy and laws in the jurisdictions in which it employs employees. Employees, emergency contacts and beneficiaries with disabilities may access this notice in an alternative format by contacting [dataprivacy@vestas.com](mailto:dataprivacy@vestas.com).

## 2 WHAT CATEGORIES OF JOB APPLICANT INFORMATION DO WE COLLECT AND HOW DO WE USE THIS INFORMATION?

We collect the following categories of personal information for the purposes described below:

New Hire Onboarding Information, such as current and previous names; date of birth; contact information; details contained in letters of application and resume/CV; previous employment background; education history; professional qualifications; language and other relevant skills; details on performance management ratings; psychometric test results; development plan; willingness to relocate; job title, duties; Social Security Number; language preference; gender; marital status; salutation and title; dependents; employee photo for ID badges and system profiles; nationality and second nationality (if any); citizenship; passport information; residency and work permit information; emergency contact information; and withholding tax information. The Company collects this information to onboard new employees and to comply with applicable laws.

Pay Information, such as pay rate, time records; national identification number; payroll deduction information; pay enhancements for dependents; overtime and shift work; and banking information for direct deposit. The Company collects this information to pay its employee and comply with applicable laws.

Benefits Enrolment and Administration Information, such as benefit selection information; Social Security Numbers or other government identification numbers; date of birth; dependent and beneficiary information; leave of absence information; and other information necessary to administer benefits programs and process benefits claims. The Company collects this information to enrol and administer Company benefits for Employees and their beneficiaries.

Performance Management Information, such as employment status (full-time or part-time, regular or temporary); description of current position; salary plan; pay grade or level; details of long and short term incentive schemes; unit/department; location; supervisor(s) and subordinate(s); employee identification number; terms of employment/engagement; work history; (re-)hire and termination date(s); length of service; retirement eligibility; promotions and disciplinary records; global mobility/secondment information; work schedule; job assignments; hours worked; business travel information; accomplishments and awards; training and development information; performance evaluation information; complaint resolution information; and discipline and counselling information. The Company collects this information to manage our employment relationship with Employees.

## PRIVACY NOTICE TO CALIFORNIA EMPLOYEES REGARDING THE COLLECTION OF PERSONAL INFORMATION

Equality and Diversity Information, such as minority status. The Company collects this information through voluntary self-disclosure and other means to implement the Company's diversity programs and to comply with applicable laws.

Health and Safety Information, such as medical or health conditions, job restrictions (to the extent necessary for leave/ADA), drug testing information, workplace accident and illness information, and health insurance information. The Company collects this information to maintain a safe workplace, assess your working capacity, administer health and Workers' Compensation insurance programs, and comply with applicable laws.

Electronic Communications Information, such as email, computer, internet, telephone, and mobile device usage; IP address; log-in information; and location information. The Company collects this information to protect Company, customer, and employee property, equipment and confidential information; monitor employee performance; and enforce the Company's electronic communications acceptable use policies.

Legal and Contractual Information, such as information necessary to respond to law enforcement and governmental agency requests, comply with legal and contractual obligations, exercise legal and contractual rights; and initiate or respond to legal claims. The Company collects this information to comply with legal and contractual requirements and to establish, exercise and defend legal and contractual rights and claims.

### 3 WHAT CATEGORIES OF EMERGENCY CONTACT INFORMATION DO WE COLLECT AND HOW DO WE USE THIS INFORMATION?

We collect the following categories of personal information for the purposes described below:

- Name and contact information; and
- Relationship to Employee.

The Company collects this information to contact the Employee's designated emergency contact persons in the event of an emergency.

### 4 WHAT CATEGORIES OF BENEFICIARY INFORMATION DO WE COLLECT AND HOW DO WE USE THIS INFORMATION?

We collect the following categories of personal information for the purposes described below:

- Name and contact information;
- Relationship to Employee;
- Date of birth
- Social Security Number; and
- Information necessary to process benefits claims.

The Company collects this information to enroll and administer benefits programs for beneficiaries of Employees.

### 5 WHAT IS THE COMPANY'S PRIVACY POLICY?

The Company's Privacy Policy can be found on the [Data Privacy](#) page on the Hub or here:

Hub -> Guidelines -> Data-privacy -> **Notifications** and Data Processing Overview -> "here" -> [California Consumer Privacy Act CCPA](#).

If you have any questions or concerns regarding this Privacy Notice, the Company's Privacy Policy or the collection of your personal information, please contact: [dataprivacy@vestas.com](mailto:dataprivacy@vestas.com)