

# PENSKE APPLICANT PRIVACY NOTICE

Please review the following notice to understand how we collect, use, share, and secure information about you through the career application process.

#### **Your Personal Information**

When you apply for a role at Penske, the following personal information is collected from you:

- Personal identifiers including your name, phone number, email address, and resume information. This information is used to review your application as part of the talent acquisition process, and this information is shared with service providers for these purposes.
- If you are presented with and accept a job offer, additional personal information is collected including date of birth, social security number, and demographic information at that time for background screening purposes. This information is shared with service providers for background check purposes.
- All applicants are required to submit to a drug screening. Applicant personal information is shared with screening service providers for this purpose.
- Some roles require a physical exam. Where required, your information is shared with medical service providers to perform these services, and collect their results.

Penske does not sell your personal information to third parties.

## **Security**

A number of steps are taken to safeguard the personal information you provide. Penske maintains physical, technical, and administrative safeguards to protect your personal information. Encryption is used to secure certain personal information where deemed necessary. Furthermore, once the information has been received by Penske, security procedures and policies commensurate with industry standards are used to safeguard against loss, theft, unauthorized access, destruction, use, modification and/or disclosure.

#### Additional disclosures

In addition to the sharing described above, information may be disclosed about you if Penske believes that disclosure is necessary (a) to satisfy any law, regulation, or governmental request; (b) to respond to a subpoena; or (c) to protect the safety, rights or property of Penske or users of Penske's websites.

Your personal information may also be transferred in connection with any sale or transfer of our business and assets. In such event, Penske will use reasonable efforts to ensure that your personal information remains protected.

### Changes to policy

Penske will make periodic updates to this policy, and such changes will take effect when they are posted here. This Privacy Policy was last updated 08/2019.

#### **Authorization**

By submitting your personal information, you agree that Penske may process it for recruitment, human resources processes and background check purposes.

#### **Contact us**

If you have any questions regarding how Penske protects or uses your personal information, please contact Penske at (844)986-0072, email us at privacy@penske.com, or write to us at:

Privacy Penske Truck Leasing Co., L.P Attn: Legal Department 2675 Morgantown Road Reading, PA 19607