

# Johns Manville California Personnel Privacy Notice

Updated: October 2020

This Personnel Privacy Notice (“Notice”) describes how Johns Manville (“we” or “us”) collects and uses personal information about job candidates, contractors, employees, officers, and directors of Johns Manville (“Personnel”) that are California residents. “Personal information” means information that identifies, relates to, or is reasonably capable of being associated with a particular individual or household.

## I. INFORMATION WE COLLECT

We may collect your personal information from a variety of sources, including directly from you, automatically when you interact with us, and from third-party sources. The categories of information that we may collect include the following:

- **Personal Details:** such as name, age, date of birth, government-issued identification, citizenship, and signature.
- **Contact Details:** such as phone number, email address, and postal address.
- **Family Contact Personal Details:** such as emergency contact information.
- **Financial Information:** such as salary / earnings amount, bank details, benefit details, wage garnishment information and tax payment details.
- **Benefit Plan and Insurance Information:** such as medical plan member identification numbers and coverage and claims information related to you and your covered dependents / family members.
- **Other Information about You and Your Family:** such as gender, marital status, dependents (including dependent Personal Details as listed above), dietary requirements, photograph, demographic information, veteran status, immigration status, travel-related information (frequent flyer information, Global Entry identification etc.) and medical information.
- **Educational and Career Background:** such as your resume/curriculum vitae, experience information, education history, references, language(s) and other relevant skills, certifications, licenses, compliance and training records, and aptitude testing results.
- **Documentation Required Under Immigration Laws:** such as citizenship status, passport data, and details of residency or work permit.
- **Employment Details:** such as position held, job status, transfers or changes in job duties or status, employment type, employee identification, date of hire, date of and reasons for termination or status change, salary, compensation, severance payments, time and expenses costs, whether full time or part time, employment location, supervisor, department, performance information, promotion potential, geographic mobility preferences, and career interests.
- **Information Regarding Usage of Our IT Services and Networks:** such as browsing history when using our devices.
- **Biometric Information:** such as fingerprints and facial recognition, when required to protect the security of our property and personnel.

- **Geolocation Information:** such as location information collected when you use a company-provided phone.
- **Video footage:** such as when you come and go from our facilities, or move around our properties, you may be captured by our security cameras.
- **Other Relevant Information Needed for Your Job Application or Employment With Us:** such as job location, professional memberships, working conditions, special leave, special needs, information necessary to complete a background check, holidays, and driver's license information (in instances where you have use of a company-owned or company-leased vehicle).

## II. HOW WE USE YOUR PERSONAL INFORMATION

We use the personal information that we collect about you solely within the context of your relationship with us. As part of this relationship, we may collect, use, transfer, and disclose your personal information for one or more of the following purposes:

- **Workforce Management:** for example to process employment applications, such as verifying employment history, qualifications, experience, and references; administer salary and compensation; provide or administer benefits, such as health plans, savings plans, and retirement accounts; conduct reviews; manage disability and sickness leave; assess and administer promotions, transfers, and secondments; honor other contractual benefits; provide employment references; conduct employee surveys; perform background checks; manage disciplinary matters, grievances and terminations; review employment decisions; make business travel arrangements; manage business expenses and reimbursements; plan and monitor training and career development activities; and to create and maintain internal employee directories.
- **Workforce Analytics:** for example, to assist in succession planning; ensure business continuity; manage benefit costs and effectiveness, design employee retention programs and diversity initiatives; offer training opportunities; and to identify patterns in the use of technology systems.
- **Communications and Emergencies:** for example to communicate with you; ensure business continuity; provide references; protect the health and safety of our Personnel and others; safeguard IT infrastructure, office equipment, and other property; and to facilitate communication with you or your nominated contacts in an emergency.
- **Business Operations:** for example to operate and manage our IT and communications systems (including email collection, storage, and review); manage product and service development; improve products and services; promote security at our facilities; manage and allocate company assets; conduct audits and other reporting activities; maintain records relating to business activities; and to manage mergers, acquisitions, sales, re-organizations or disposals and integration with a purchaser.
- **Compliance:** for example to comply with legal/regulatory and other requirements, such as income tax deductions and record-keeping and reporting obligations; conduct audits; comply with government inspections and other requests from government or other public authorities; respond to legal processes such as subpoenas; pursue legal rights and remedies; defend litigation and manage internal complaints or claims; conduct investigations, including employee reporting of allegations of wrongdoing, policy violations, fraud, or financial reporting concerns; exercise our rights under our employment contract with you; HR-related regulations; and to comply with internal policies and procedures.
- **Monitoring Use of Technology:** for example to monitor our assets and resources, including internet access, electronic communications, and application usage.

## III. INQUIRES

If you have any questions about this Notice, please contact JM Legal Privacy at:

Address            717 17<sup>th</sup> Street, 12<sup>th</sup> Floor  
 Denver, CO 80202

Phone	1-866-256-1943 (Toll Free)
Email	<a href="mailto:privacy@jm.com">privacy@jm.com</a>

Information on how to exercise your rights can be found in the [Johns Manville North American and Asia Privacy Policy](#).