

# **Toyota North American Women's Conference**

## **Team Member Personal Information Notice**

### **1. Introduction**

Toyota Motor Corporation and its affiliated entities (together “**Toyota**”) value the trust of their Team Members and are committed to protecting the personal information of Team Members.

Toyota North American Women's Conference (the “**NAWC**”) takes place in the United States; however, attendees come from many different countries. Some of these countries have laws related to the collection, use, transfer and disclosure of the personal information of individuals, including our Team Members. We take these obligations very seriously, and we are committed to protecting the privacy of our Team Members. The purpose of this Team Member Personal Information Notice (the “**Notice**”) is to give you information about what personal information the NAWC collects, uses, transfers and discloses, and why.

### **2. What Information About You We Collect, Use, Transfer And Disclose, And Why**

In the course of planning for the NAWC, we may have collected or will collect information about you and your working relationship with Toyota. We refer to such information as “**Personal Information**”. For more specific information regarding what Personal Information about you the NAWC may collect, use, transfer and disclose, and the purposes for which it may be collected, used, transferred and disclosed, please see the end of this Notice. The NAWC will not use Personal Information for any other purpose incompatible with the purposes described in this Notice, unless it is required or authorized by law, authorized by you, or is in your own vital interest (e.g., in the case of a medical emergency).

With the exception of certain information that is required by law or important to the performance of our business, your decision to attend the NAWC and to provide Personal Information to the NAWC is voluntary.

### **3. Transfer And Joint Use Of Personal Information**

The NAWC may disclose Personal Information to personnel and departments throughout Toyota on a need-to-know basis to fulfill the purposes described at the end of this Notice.

Access to Personal Information within Toyota will be limited to those who have a need to know the information for the purposes described at the end of this Notice, and may include your managers and their designees, personnel in HR, Safety & Security, Information Systems, Compliance, Legal, and Accounting & Finance.

All NAWC attendees will generally have access to your business contact information, such as name, position, telephone number, postal address and email address.

From time to time, the NAWC may need to make Personal Information available to other unaffiliated third parties. For a list of the categories of unaffiliated third parties, please see the end

of this Notice. Some of the unaffiliated third parties will be located outside of your home jurisdiction, including in the United States of America. Third party service providers and professional advisors are expected to protect the confidentiality and security of Personal Information, and only use Personal Information for the provision of services to the Company and its affiliates, and in compliance with applicable law.

#### **4. Security**

The NAWC will take appropriate measures to protect Personal Information that are consistent with applicable privacy and data security laws and regulations, including requiring service providers to use appropriate measures to protect the confidentiality and security of Personal Information.

#### **5. Data Integrity and Retention**

The NAWC will take reasonable steps to ensure that the Personal Information processed is reliable for its intended use, and is accurate and complete for carrying out the purposes described in this Notice. The NAWC will retain Personal Information for the period necessary to fulfill the purposes outlined in this Notice unless a longer retention period is required or permitted by law.

#### **6. Access and Correction Requests, Questions and Complaints**

Contact the NAWC at [NAWC@toyota.com](mailto:NAWC@toyota.com) if you have any questions or concerns about how the NAWC processes Personal Information; if you wish to access, correct, suppress or delete Personal Information about you or request that we cease using it as permitted by applicable law; or if you would like to request a copy or portability of your Personal Information to the extent provided by applicable law. Please note, however, that certain Personal Information may be exempt from such access, correction and deletion requests pursuant to applicable data protection laws or other laws and regulations.

#### **7. Team Member's Obligations**

Keep Personal Information up to date and inform us of any significant changes to Personal Information. You further agree to follow applicable law and Toyota's policies, standards and procedures that are brought to your attention when handling any Personal Information to which you have access before, during or after the NAWC. You will not access or use any Personal Information for any purpose other than what is necessary for your participation in the NAWC. You understand that these obligations continue to exist after the NAWC and after termination of your employment with Toyota.

#### **8. Reasons and Basis for Collection, Use, Transfer and Disclosure**

We collect and process information about you because we have a legitimate interest in collecting and processing Personal Information, specifically (1) to ensure that our networks and information are secure; (2) to administer and generally conduct the NAWC; and (3) to prevent fraud.

## 9. Additional Information on Transfers and Joint Use for Team Members in the European Economic Area (EEA)

If you are located in the EEA, we may transfer your Personal Information to countries located outside of the EEA. Some of these countries are recognized by the European Commission as providing an adequate level of protection according to EEA standards. With regard to transfers from the EEA to other countries, we have put in place adequate measures, such as standard contractual clauses adopted by the European Commission, to protect your information. Team Members in the EEA may obtain a copy of these measures by contacting their Human Resources representative.

You have the right at all times to lodge a complaint with a supervisory authority in your country or region. In addition, you may contact your Human Resources representative, the Office of Privacy ([Office.of.Privacy@toyota.com](mailto:Office.of.Privacy@toyota.com)) or make contact via the web at [www.toyota.ethicspoint.com](http://www.toyota.ethicspoint.com).

## 10. Types of Personal Information We May Collect, Use, Transfer and Disclose:

- **Personal Details:** Name, employee identification number, work and home contact details (email, phone numbers, physical address) language(s) spoken, gender, disability status, emergency contact information, and photograph.
- **Documentation Required under Immigration Laws:** Citizenship, passport data, or work permit.
- **Position:** Description of current position, job title, corporate status, management category, job code, job function(s) and subfunction(s), company name and code (legal employer entity), branch/unit/department, location, employment status and type, full-time/part-time, length of service, and reporting manager(s) information.
- **Talent Management Information:** Details contained in letters of application and resume/CV (previous employment background, education history, professional qualifications, language and other relevant skills, certification, certification expiration dates), development programs planned and attended, e-learning programs, and information used to populate Team Member biographies.
- **System and Application Access Data:** Information required to access company systems and applications such as System ID, LAN ID, email account, instant messaging account, mainframe ID, previous Team Member ID, previous manager Team Member ID, system passwords, status reason, branch state, country code, previous company details, previous location details, and previous department details, and electronic content produced using Company systems.
- **Sensitive Information:** We may also collect certain types of sensitive information only when permitted by local law. We collect this information for specific purposes, such as health/medical information to accommodate a disability; and diversity-related Personal Information (such as gender, race or ethnicity) in order to comply with legal obligations and internal policies relating to diversity and anti-discrimination. Please be assured that, as explained in the following section, we will only use such sensitive information for the following purposes and as provided by law.

**11. The Purposes For Which We May Collect, Use, Transfer And Disclose Personal Information:**

- Planning for and putting on the NAWC.
- Communications, Facilities and Emergencies associated with the NAWC.

**12. The Categories of Unaffiliated Third Parties With Whom Toyota May Share Personal Information**

- NAWC Service Providers.
- NAWC Facilities Providers.
- Public and Governmental Authorities.