

Employee Privacy Notice

Last revised: December 28, 2022

This Employee Privacy Notice (“Notice”) describes how we collect, use, retain, secure, and disclose personal information about you. We have contractual relationships with third parties to provide transportation and related services to them, including with Amazon. The personal information we collect from you helps us manage our working relationship with you and the companies we provide services to. We also use your personal information to support our safety programs and operations, for incident investigations, for employment purposes, and for other purposes as described in this Notice.

Who does this Notice cover?

This Notice covers all employees of KAVAC LOGISTICS LLC, temporary and permanent. Unless stated otherwise, our current Notice applies to all personal information we have about you, including information we collect about you through third parties we work with or provide services to, such as Amazon. You should review this Notice frequently to see recent updates.

What personal information do we collect about you?

We may collect the following categories of personal information about you:

- Applicant information, including qualifications, employment history, reference and background check information, demographic information, and drug test results.
- Personal and emergency contact information.
- Government-issued identification information such as identification card or driver’s license.
- Time and attendance records.
- Financial and bank account information.
- Employee benefits and beneficiary information.
- Route data and road safety data.
- Performance and operational workplace data, including data related to your compliance with road safety standards or requirements.
- Health data including workplace accident and illness information.
- Facial recognition information, such as using face geometry to verify your identity (if applicable, and if consent provided).
- Geolocation information.
- Internet or other electronic network activity information, such as browsing history and any other information you store on our electronic communications equipment and systems.
- Video and/or audio recordings and photographs.
- Information automatically collected through technologies you use when providing delivery services.
- Inferences drawn from the personal information collected.

We collect personal information directly from you and through technologies we ask you to use (including technologies provided by third parties we work with, such as Amazon). We may also receive information about you from other sources, including from service providers, customers, and government authorities such as law enforcement or local councils enforcing speeding or parking fines or investigating accidents.

To the extent we collect or receive your personal information from a third party, the third party's practices will be governed by its own privacy notice. Amazon's data collection and use practices are described in its privacy notice. You can request a copy of Amazon's privacy notice from us, or access it directly through the Amazon application you use to provide delivery services to Amazon.

For what purposes do we use your personal information?

We use your personal information to manage our employment relationship with you, to operate our business, to support and manage our working relationship with the companies we provide services to and their customers, to help ensure your safety and the safety of others, to facilitate and improve the services we provide, to comply with our legal and contractual obligations, and to protect us, you, and others.

These purposes include:

- Human resources administration, administering benefits programs, compensation, and collecting taxes.
- Recordkeeping and reporting legal obligations.
- Training and performance management (including to assess your compliance with policies, service standards, and safety standards).
- Enabling you to interact with your colleagues, our customers, delivery recipients and other external parties, for example, using communication tools like in-app chat, text messaging, or email.
- Some information, such as performance-related and geolocation data, is used to operate our business and to support the companies we provide services to, including to provide status updates to shippers or delivery recipients.

With whom do we share your personal information?

We share your personal information only as described below and with subsidiaries or affiliates that KAVAC LOGISTICS LLC controls that are either subject to this Notice or follow practices at least as protective as those described in this Notice.

- Third parties who provide services to us or to our customers, such as the companies that install or manage the technologies we ask you to use, survey companies, financial institutions, background check providers, and other service providers including payroll, occupational health, IT services, benefits administrators, insurance companies, and human resources.
- Companies we provide services to, including Amazon.
- Shippers and delivery recipients to support or improve the shipping or delivery experience.

These third-parties may use, share, and process your personal information in accordance with this Notice, but may not use it for other purposes except with your consent or as permitted or required by law.

We may share some of your personal information when we believe it is appropriate to comply with the law, to enforce or apply our contract with you or others, or to protect the rights, property, or safety of us, you, or others. For example, we may release some of your personal information to law enforcement, governmental agencies, or administrative authorities (including tax or social security authorities) for insurance claims, law enforcement requests, or in connection with investigations or legal proceedings.

Do we transfer your personal information to countries outside the country or region in which you work?

We may transfer your personal information to countries outside the country or region where you work, for example, when we or one of our service providers or customers uses employees or equipment in other countries.

How is your personal information secured?

We have implemented reasonable safeguards and controls consistent with applicable law. We are committed to: (i) safeguarding all personal information that you provide to us; (ii) ensuring that it remains confidential and secure; and (iii) taking all reasonable steps to ensure that personal privacy is respected. All our data is stored in written or electronic form in various physical locations, including on the equipment and systems of the companies we work with. We restrict access to personal information to our staff members, service providers, and authorized companies who need to know that information for the purposes identified in this Notice.

How long do we store your personal information?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. In some circumstances we may anonymize your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

What are my rights under applicable data protection laws?

To the extent required by applicable law, you may have the right to request access to, correction, or deletion of your personal information. If you wish to do any of these things, please contact us in accordance with the "Questions" section below. When exercising your rights, be aware that we may need to collect certain identifying information to process your request. We will not discriminate against you for exercising these rights.

Questions

If you have any questions about this Notice, or wish to access this Notice in an alternate format or require an accommodation to access this privacy notice, please contact us at INFO@KAVACLOGISTICS.COM.