



U.S. Employment Applicant Privacy Notice

Last Updated: June 27, 2023

Chevron Corporation (“Chevron,” “we” or “us”) respects the privacy of its employment applicants. This notice applies to our applicants who are U.S. residents (“applicants”, “you” or “your”) and discloses the personal information we collect about you in the context of your employment application and the purposes for which we collect, use and disclose your personal information.

If you are a resident of California, you have rights under the California Consumer Privacy Act (“CCPA”), as amended by the California Privacy Rights Act (“CPRA”). Required California disclosures are included in this notice. More information about these rights and how to exercise them can be found in Appendix A to this notice.

We may update this notice from time to time. If we make any material changes, we'll prominently post the changes in this notice and change the update date above.

Categories of Personal Information We Collect

During the course of evaluating candidates for employment, we have collected the following categories of personal information in the preceding 12 months:

- **Identifiers**, such as a real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, social security number, driver’s license number, passport number, or other similar identifiers. We may collect your bank account information if we invite you to our location for a visit to credit you for any reimbursable costs.
- **Professional or Employment-related Information**, such as current or past education or employment, salary and benefits information (as permitted by applicable law), and job performance.
- **Education Information**, including information that is not publicly available personally identifiable information, such as education records maintained by an educational institution, which may include confirmation of graduation date and diploma granted, grades, transcripts, schedules, and student ID numbers.
- **Protected Information** such as age, race or color, national origin or citizenship, religion or creed, marital or relationship status, medical condition, physical or mental disability, veteran or military status, or sex or gender information.
- **Background Check Information**, such as criminal background information or the results of drug tests, if we have extended a conditional employment offer.

- **Inferences** drawn from any of the information collected to create a profile reflecting characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.
- **Other Personal Information** that the applicant may provide to us (whether by resume, application, career profile, or otherwise) or that we may collect as required or permitted by applicable law to consider candidacy for employment.

We do not knowingly collect personal information, including sensitive personal information, of individuals who are 16 or younger.

Sources of Personal Information That We Collect

We collect your personal information, including sensitive personal information, directly from you, for example, as part of your job application, and from our service providers, your referees, previous employers and schools, public records, and other third-party sources.

We use service providers and other third parties to help us with our job application and pre-hiring processes, including those for identity verifications, consumer report investigations, drug testing, background checks (including criminal checks), and application submissions and processing. We also work with third party job or job application services, recruiters and search firms, and staffing companies with whom you may submit an application directly.

These service providers and third parties may be identified to you prior to collection and may deliver their own privacy notices to or obtain consents from you. Service providers are obligated by contract to process your personal information as our service providers for the purposes of helping us process your job application and conduct the pre-hiring process. Third parties with whom you have a direct relationship may use your personal information for their own stated purposes. Both our service providers and other third parties may send us the categories of personal information described above, including summary reports or analysis.

Business Purposes for Which We Collect, Use, and Disclose Your Personal Information

We may collect, use, and disclose personal information, including sensitive personal information, about you to process your employment application, make other employment opportunities available to you (including by matching your resume with other job descriptions), conduct the pre-hiring process (if we extend a conditional offer to you), manage the application or Chevron Careers process, for human resources management, including recruitment and applications, preparing internal reports, meeting legal requirements, facilitating business transactions, and protecting Chevron, its employees, third parties, or the public against injury, theft, legal liability, fraud, abuse or other misconduct. Chevron uses third-party partially automated decision-making tools to assist Chevron in assessing applications and recommending other employment opportunities to you, such as through Resume Match on Chevron Careers.

Business Purposes for Disclosure of Your Personal Information and Categories of Recipients

Chevron may disclose your personal information, including sensitive personal information, in the following circumstances:

- **Service Providers and Contractors:** Chevron may disclose your personal information with service providers, contractors, and other third parties described above (such as recruiters, pre-employment employment screening services, background check providers, IT services, and others) that provide services to Chevron in connection with your application or the pre-hiring process, if applicable.
- **Business Partners:** Chevron may disclose your personal information to business partners in connection with the operations of Chevron's businesses or business transactions.
- **Legal and Security Purposes:** Chevron may transfer and disclose your information, including personal information, to third parties such as to respond to law enforcement or other third parties in connection with legal requests or regulatory supervision; or as otherwise necessary or appropriate to protect the personal safety, rights, property or security of any individual.
- **Business Transfer:** Chevron may disclose personal information with its subsidiaries and affiliates for internal business purposes (such as to facilitate payroll or performance management or training). We may also disclose and transfer all information including, without limitation, your personal information externally, in connection with a corporate merger, consolidation, restructuring, the sale of substantially all of Chevron's stock and/or assets or other corporate change, including, without limitation, during the course of any due diligence process.
- **Professional Financial and Legal Advisors:** Chevron may need to disclose personal information with its professional advisors, which includes lawyers, auditors, bankers, or other professional consultants for business purposes (such as to conduct audits of Chevron or prepare financial statements).
- **Your Referees** to process your references or application.

Security of Personal Information

We have a written information security program designed to protect your personal information, in accordance with applicable privacy laws and Chevron's internal policies. While no security measure can guarantee against compromise, Chevron uses a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure.

Retention of Personal Information

We may retain your personal information, including sensitive personal information, for as long as needed to carry out the purposes described herein or as otherwise required or permitted by applicable law. After that timeframe, we will delete your personal information or keep it in a form that does not permit identifying you. When determining the retention period, we take

into account various criteria, such as the nature and length of your employment applicant relationship with us, the impact on our ability to provide employment services if we delete some personal information from or about you, mandatory retention periods provided by law and the statute of limitations, and our use of your information for aggregated market research.

Employment Records

If you are hired, your personal information collected as part of the application and pre-hiring process, and information about this process, will become part of your employment record with us. We will provide you with an employee privacy notice upon hiring, if applicable.

Contact Us

If you have any questions concerning this notice or our handling of personal information more generally, please contact us by email, or by mail at:

Chevron Corporation
Attn. Global Privacy Office
6001 Bollinger Canyon Rd.
San Ramon, CA 9458

Appendix A California Employment Applicant Privacy Rights

Last Updated: June 27, 2023

This notice supplements and is part of our U.S. Employment Applicant Privacy Notice. If you are a resident of California, subject to certain exceptions, you have the following rights under the California Consumer Privacy Act:

- **Right to Know:** You have the right to request access to the personal information that Chevron has collected about you. This includes the right to request disclosure of the categories of personal information, the categories of sources from which the personal information is collected, the business purpose for collecting the personal information, and the specific pieces of personal information that Chevron has collected about you. In response to requests for the categories, we will provide the categories of personal information we collected, the categories of sources from which we collected the personal information, our business or commercial purpose for collecting, disclosing the personal information, and the categories of third parties to whom we disclosed the categories of personal information for a business purpose.
- **Right to Delete:** You have the right to request that Chevron delete personal information about you that Chevron has collected from you, subject to certain legal exceptions.
- **Right to Correct:** You have a right to request a correction to inaccurate personal information that Chevron maintains about you. In accordance with applicable law, Chevron will process this request taking into account the nature of the personal information and the purposes for processing such information.
- **Right to Non-Discrimination:** We will not discriminate or retaliate against you for exercising any of your privacy rights.

To exercise the privacy rights described above, please submit a request to us by:

- Submitting a request through the webform available [here](#)
- Calling our toll-free number +1 844 338 3905

Under the CCPA, you may exercise these rights yourself or you may designate an authorized agent to make these requests on your behalf. Please note, we will request your authorized agent to provide signed permission from you as proof that they are authorized to submit the request on your behalf. We may also request that you verify your own identity with us directly or confirm directly with us that you provided the authorized agent permission to submit the request.

No Sales or Sharing of Personal Information

Chevron does not “sell” or “share” your personal information, as those terms are defined by the CCPA.

Limited Use and Disclosure of Sensitive Personal Information

We use sensitive personal information, as defined in the CCPA and described above, in the context of your employment for the business purposes described above. In each instance, the use of sensitive personal information is reasonably necessary and proportionate for the purpose outlined above.

For categories of sensitive personal information that we collect, we will only use or disclose it as described in this notice or otherwise permitted by law, including the CCPA. We do not use or disclose sensitive personal information for purposes other than those specified in the CCPA regulations, section 7027, subsection (m).

Contact Us

If you have any questions concerning this Appendix or our handling of personal information for residents of California more generally, please contact us by [email](#), or by mail at:

Chevron Corporation
Attn. Global Privacy Office
6001 Bollinger Canyon Rd.
San Ramon, CA 94583