



To be the global energy company most admired for its people, partnership and performance.

India Employment Applicant Privacy Notice

Last Updated: August 21, 2024

Chevron Corporation and its affiliates ("Chevron," "we," "our," or "us") respect the privacy of our employment applicants. This notice applies to our applicants and former applicants who are residents of India ("applicants," "you," or "your") and describes the personal information we collect about you in the context of your application and the purposes for which we collect, use and disclose your personal information.

You have rights under the Information Technology Act, 2000 ("IT Act") and the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 ("SPDI Rules"). 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.

Examples used in this notice (generally prefaced by the words "such as" or "for example") are for illustration purposes only and are not exhaustive.

Please note that some of these data practices may not apply to you; they may vary depending on the nature of your employment application and your current relationship with us.

If we hire you, we will incorporate any personal information that we collected about you prior to hiring you, such as through the application process, as part of your employment record, subject to our employee privacy notice.

Categories of Personal Information We Collect

We have collected the following categories of personal information about applicants in the preceding 12 months:

- Identifiers, such as a real name, alias, telephone number, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Aadhaar information, driver's license number, voter id, passport number, and/or other similar identifiers.
- Financial and insurance related information, such as: an insurance policy number; education or employment information, including job title and history; bank account number; debit card or credit card number; health plans, medical information, or health insurance information.

- Professional or employment-related Information, such as: current or past job history; salary and benefits information; job performance information; job title(s); emergency contacts; and other information related to current or previous employment.
- Sensitive personal information, referred to as sensitive personal data or information under the SPDI Rules including information relating to passwords, financial information, physical, physiological and mental health condition, sexual orientation, medical records and history, biometric information and any other detail relating to the above.
- Other protected personal information, such as: age; caste, race or color; national origin or citizenship; religion or creed; marital or relationship status; veteran or military status.
- Non-Public education information, such as: education records directly related to an applicant that are maintained by an educational institution or party acting on its behalf, including, without limitation, grades, transcripts, schedules, and student ID numbers.
- Fitness-related information for employment such as drug testing or other assessment for defined physical or fitness requirements (including, without limitation, fitness assessment testing information, occupational health information, and vision testing information).
- Background Check Information: Such as criminal background information or the results of drug tests.
- Inferences drawn from any of the information collected to create a profile reflecting characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.
- Security camera information if you are present at a Chevron site where security cameras are used - your location and activities may be viewed or recorded. These sites display signage indicating that cameras are present and/or recordings may be made. Generally, these recordings are accessed and viewed only in the event of a security or safety incident or testing.
- Other Personal Information, such as information regarding use of our websites, or other information that an employment agency, website, or similar entity or you may provide to us (whether in your resume, application, or otherwise) or that we may collect as required or permitted by applicable law to evaluate your application or otherwise manage the applicant relationship.

We do not knowingly collect personal information, including sensitive personal information, of individuals who are 18 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 work for us, from devices and other personal property, real property, or systems or applications monitoring mechanisms (as described above, in employment policies, or separately disclosed to you), from our service providers, your references, previous employers and schools, employment agencies, websites, or similar entities, public records, and other third-party sources. For example: we use service providers and other third parties to help us with our HR and employment processes, including, without limitation to consider your application or onboard you as an employee, investigatory, legal, and related processes.

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 or that otherwise provide you with their own privacy policy 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 analyses.

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

Chevron collects and uses personal information, including sensitive personal information, about you for business purposes and human resources management, including recruitment and job applications, administration or planning of compensation and benefit programs, meeting legal requirements, facilitating business transactions, identifying potential efficiency issues or improving business processes, and protecting Chevron, its employees, contractors, suppliers, third parties, or the public against injury, theft, legal liability, fraud, abuse or other misconduct, such as through risk management efforts or investigations.

Chevron uses third-party partially automated decision-making tools to assist Chevron in assessing performance, including to support employment decisions.

Disclosure of Personal Information and Categories of Recipients

Chevron may disclose personal information it has collected about you in the following circumstances:

- **Service Providers and Contractors:** Chevron may disclose your personal information to service providers and contractors (such as payroll companies, insurance companies, information technology consultants, and others) that provide services to Chevron, as necessary or appropriate.
- **Business Transfers:** Chevron may disclose personal information with its subsidiaries and affiliates for internal business purposes (for example, to facilitate payroll or performance management or training or for cybersecurity purposes). We may also disclose and your personal information externally in connection with a corporate merger, consolidation, restructuring, the sale of substantially all or any Chevron affiliate's stock and/or assets or other corporate change, including, without limitation, during the course of any due diligence process.
- **Business Partners:** Chevron may disclose your personal information to various business partners in connection with the operations of Chevron's businesses or business transactions. These entities may include, for example, joint-venture partners, transaction counterparties, companies with whom we partner to provide you with co-branded services, franchisees, service stations and facility operators, benefit providers, industry and trade groups, and related entities providing services to, or on behalf of, these business partners. Some of these disclosures may result in opportunities to receive offers or information directly from third parties. Please be advised that the third party's own privacy policy may apply to its use of your personal information. If you decide that you no longer want to receive communications from a third party, you agree to contact that third party directly.

- **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 or business entity (including Chevron). This may include disclosing your information, including personal information, to parties adverse to Chevron for the purpose of defending against or prosecuting one or more legal claims.
- **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 or for purposes of litigation or investigations).

Security of Personal Information

Chevron has 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

Chevron 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, Chevron will delete your personal information or keep it in a form that does not permit identifying you. When determining the retention period, Chevron takes into account various criteria, such as the nature and length of your job applicant relationship with us, the impact on our ability to provide employment services if Chevron deletes some personal information from or about you, mandatory retention periods provided by law and the statute of limitations, and Chevron's use of your personal information for aggregated market research. If we hire you, your applicant personal information will become part of your employment record, subject to our employee privacy notice.

Contact Chevron

For more information regarding Chevron's privacy practices outside of the employment context, please visit Chevron's Privacy documents at <https://www.chevron.com/privacy>.

If you have any questions concerning this notice, your rights, or Chevron's handling of personal information more generally, please contact the designated Grievance Redressal Officer by email or by mail at:

Chevron Corporation
Attn. Global Privacy Office, Paul Green
5001 Executive Parkway, Suite 200
San Ramon, CA 94583
privacy@chevron.com
tel: +61894136873

Appendix A

Privacy Rights

Last Updated: August 21, 2024

This notice supplements and is part of our India Employment Applicant Privacy Notice.

You have the following rights under the IT Act and SPDI Rules:

- **Right to Access and Review:** 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 any personal information about you that Chevron has collected, 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. 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:** Chevron will not discriminate or retaliate against you for exercising any of your privacy rights.
- **Right to Withdraw Consent:** You have the right to withdraw consent that you have previously given to us to process your personal information. In the event you decide to withdraw your consent for us to collect, store, process, use and/or transfer your personal information, then Chevron will explore other means to achieve the same result. However, in the absence of certain personal information, Chevron may not be able to proceed with your application.
- **Right to Grievance Redressal:** To exercise the privacy rights described above or for any other grievance in relation to the processing of your personal information, you may choose to manage your data directly through the self-service features in Chevron's HR platforms (such as through Workday), or you may submit a request to the designated Grievance Redressal Officer, whose name and contact details are below:

Chevron Corporation
Attn. Global Privacy Office, Paul Green
5001 Executive Parkway, Suite 200
San Ramon, CA 94583
privacy@chevron.com
tel: +61894136873

Limited Use and Disclosure of Sensitive Personal Information

We use sensitive personal information, as defined in the SPDI Rules and described above, in the context of your employment application 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 IT Act and SPDI Rules.

Contact Us

For more information regarding our privacy practices outside of the employment context, please visit our Privacy documentation at <https://www.chevron.com/privacy>.

If you have any questions concerning this notice, your rights, or our handling of personal information more generally, please contact the Grievance Redressal Officer by email or by mail at:

Chevron Corporation
Attn. Global Privacy Office, Paul Green
5001 Executive Parkway, Suite 200
San Ramon, CA 94583
privacy@chevron.com
tel: +61894136873