**California State Addendum**

If you are a resident of California, this supplemental notice (“Addendum”) applies to the processing of your personal information and is provided to you in order to share certain **information required by the California Consumer Privacy Act and the California Privacy Rights Act (collectively, the “CPRA”). This Addendum is provided in addition to P&G’s Global Employee Privacy Policy (the “Global Policy”).**

Capitalized terms not defined in this Addendum are defined in the Global Policy.

1. **Sources of Personal Information**

In many cases, P&G collects Employee Personal Information directly from you. We may also obtain information about you from providers connected to P&G’s employee services, such as pension or benefits providers. We may collect information about you automatically when you use our computer systems, swipe your access badge, or visit sites where CCTV images are being recorded. We may also collect information about you from your co-workers, such as in connection with performance reviews. In each case, we only collect those data types that are needed for P&G’s appropriate business purposes.

1. **General Purposes for Collecting, Using and Disclosing Personal Information**

P&G collects and uses Employee Personal Information for the purposes set forth in the Global Policy.

1. **Specific Categories of Personal Information**

P&G collects and uses the specific categories of Employee Personal Information as described in the Global Policy.

1. **Sensitive Personal Information**

Sensitive Personal Information for the purposes of this Addendum is defined by CPRA and includes the data types listed in the chart below. P&G collects, uses, and discloses Sensitive Personal Information as needed for the purposes set forth below and does not use or disclose Sensitive Personal Information about Employees other than as necessary for our human resources and compliance functions and for other legally authorized purposes.

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| **Category of Sensitive Personal Information** | **Purposes for Use and Disclosure** |
| Government-issued Identification Numbers (including passport, visa, social security number, driver’s license, and other government-issued identifications) | * Legally identifying you and maintaining the integrity of our human resources records * Complying with immigration and other work permit requirements * Security and risk management, such as collecting driver’s license data for employees who operate Company automobiles * Professional license verification * Fraud prevention and similar purposes * Designating representatives in legal, government or regulatory proceedings * Designating P&G employees as representatives and/or authorized signatories for representing the Company (including managing banking and financial accounts) * Obtaining tax and other government incentives benefiting our employees and/or operations * Legal and policy compliance * Corporate governance and stewardship * Security and contingency planning * Required external reporting * Investigations and incident management |
| Account log-in credentials and financial account numbers (with password, access code or other credential that permits access to an account) | * Facilitating payroll processes, benefits management, relocation expenses, and travel and expense reimbursement * Legal and policy compliance * Corporate governance and stewardship * Security and contingency planning * Required external reporting * Investigations and incident management |
| Precise Geolocation data(from your mobile device when you operate a vehicle for P&G business) | * If you operate a vehicle for P&G business, P&G may collect your precise geolocation via certain mobile applications when you enable such functionalities. This optional location tracking is entirely voluntary at your discretion but may be activated by you in order to manage milage reimbursement. |
| Information about racial or ethnic origin; religious or philosophical beliefs; sex life or sexual orientation | * Supporting equality and inclusion programs that promote a diverse workplace, including related human resources analytics * Facilitating your participation in Company affinity programs * Supporting talent planning activities, recruiting, staffing and careers * Legal and policy compliance * Corporate governance and stewardship * Security and contingency planning * Required external reporting * Investigations and incident management |
| Information about union membership | * We use and disclose these data elements in connection with labor relations programs and as otherwise authorized by you. |
| Contents of Mail, Email or Text Messages | * Communications sent using company devices or over company networks are subject to P&G’s Electronic Network and Device Monitoring Policy, and contents of mail, email and texts may be accessed, used, and disclosed by P&G for legitimate business purposes to the extent permitted by law. You can access this policy via privacy.pg.com or request a copy via corporateprivacy.im@pg.com. |
| Biometric Identifiers | * Facilitating your access to Company sites and systems via biometric data * Investigations and incident management |
| Health Information | * Determining your fitness to work in a particular role, and reasonably accommodating any disabilities * Supporting your ability to participate in our leave of absence and/or disability insurance programs * Complying with occupational health and workplace safety and government reporting requirements * Managing employee safety and business risks associated with the COVID-19 pandemic, or similar health emergencies * Facilitating your participation in health benefit programs, including our health plans and Vibrant Living programs * Legal and policy compliance * Corporate governance and stewardship * Security and contingency planning * Required external reporting * Investigations and incident management   To note, P&G does not collect or use Genetic Data. |

1. **Collection of Personal Information by Third Parties**

In most cases, P&G only allows third parties to control the collection of Personal Information when those third parties are acting as a service provider or a contractor to us. These companies only retain, use and disclose your personal information in accordance with our contracts and applicable laws. However, we may allow third parties to control collection of personal information in the following situations:

* Certain employee benefits providers have direct relationships with you, such as for health insurance, employee assistance, and financial services benefits. These companies handle your personal information in accordance with their own privacy notices and applicable law.
* We may pay for other benefits that you access by interacting directly with a third party, such as if you are authorized to use subscriptions or trade association memberships. In each case, the third party will provide you with its identification and privacy information prior to collecting your personal information.
* Within our offices, we may allow third parties to collect information in connection with services that they offer directly to you (e.g. some sites may offer an on-site cafeteria managed by a third party). In each case the name of each third party will be provided to you prior to your interaction with the third party, and their collection of your personal information will only occur if you consent.
* We may engage professional consulting services or research firms to collect data for us. If you participate in a research program or coaching program, the third party will provide you its contact information and privacy notice before you are asked to provide any personal information to it.
* Please refer to the Global Policy for more information on how P&G uses cookies, such as Google Analytics.

1. **Disclosures to Service Providers, Contractors, and Third Parties**

P&G does not sell personal information pertaining to Employees or share it with third parties for cross-contextual behavioral targeting. P&G may disclose Employee Personal Information as set forth in the Global Policy. For clarity as it relates to CPRA, the following circumstances may also apply:

* P&G may disclose your Personal Information with our service providers, contractors, and third parties. These companies may only use the data only as permitted by our contracts with them.
* We may share limited elements of Personal Information with third parties as may be appropriate for your job. For example, if you are a customer-facing employee, we may share your name and business contact information with our customers as needed for them to be able to contact you for service.

1. **Your California Privacy Rights**

P&G respects your privacy rights. When exercising these rights and where possible, we encourage you to first visit Workday (<https://workday.pg.com> - login with your P&G credentials) and review the “Personal” section within your Profile to verify your Employee Personal Information, update it and download it as needed.

For any additional requests, current employees may contact their Human Resources representative or reach out to Employee Care via GetHelp.pg.com. There are several support options available on GetHelp.pg.com, including email, chat, and telephone support. The toll-free telephone support for current employees can be accessed directly by calling 833-441-4357.

Former employees and retirees may submit a request by calling (833) 592-6929, or by clicking [here](https://preferencecenter.pg.com/en-us/moreoption/) and selecting the option for former employees.

The CPRA provides California residents with specific privacy rights:

* The right to know what Employee Personal Information and Sensitive Personal Information we collect
* The right to access your Employee Personal Information
* The right to correct inaccurate Employee Personal Information
* The right to request that we delete your Employee Personal Information
* The right to know what categories of Employee Personal Information are sold to third parties and to opt-out of those sales
* The right to know what categories of Employee Personal Information are shared with third parties for cross-contextual behavioral targeting and to opt-out that sharing
* The right to limit the use and disclosure of Sensitive Personal Information, and
* The right not to be retaliated against for exercising your privacy rights

To note, P&G does not sell personal information pertaining to Employees or share it with third parties for cross-contextual behavioral targeting. Further, P&G will only process your Sensitive Personal Information as described in the Global Policy and this Addendum. Where the processing of your Sensitive Personal Information is based on your consent (e.g. by your voluntary participation in company affinity groups), you have the right to withdraw your consent at any time.

1. **Financial Incentives**

If you participate in our health plan, P&G’s health plan provider(s) may collect your data when you participate in programs which may offer financial incentives for participation. You should ensure you read and understand the privacy notices of these providers before participating in such programs.

1. **Data Retention**

The retention periods for Employee Personal Information vary depending on the nature of the business records in which the data elements are maintained. The retention period for our business records are set based on the following criteria: (1) the length of time that the record is needed for the purposes for which it was created, (2) the time the record is needed for other operational purposes, such as audits and reporting, (3) the length of time the record is needed for legal compliance, including maintain of opt-out/in lists, legal defense and legal holds. Please see **Attachment 1—Retention Schedule for US Employee Personal Information** for more details on the retention periods for specific data types.

1. **Questions or Complaints**

The P&G entity with which you have your employment relationship is your employer and therefore the controller of your Employee Personal Information. If you want to learn more about the Employee Personal Information we collect and how we use it, contact your relevant HR representative or email us at corporateprivacy.im@pg.com. If you have these or any other questions, concerns, or complaints with respect to our processing of your personal data/Employee Personal Information, you may also contact our Global Data Protection Officer at – Email: pgprivacyofficer.im@pg.com, Phone: +1 (513) 622-0103, Mailing Address: 1 Procter & Gamble Plaza, Cincinnati, OH 45202, U.S.A.

**Attachment 1: Retention Schedule for US Employee Personal Information**

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| **Data Record Type** | **Retention Time Limit** |
| HR Personnel Files | ACTIVE+3 years Retention begins after operation is no longer used. |
| Employee Patent Agreement | 20 years |
| Medical Occupational Health and Safety Business Process | ACTIVE+30 years Retention begins after operation is no longer used. |
| Benefits and Insurances (Health/Life/Disability) | ACTIVE+6 years Retention begins after service is no longer used. |
| Travel | Up to 3 years |
| Employee Stock Ownership Plan/ Retirement savings plan | 75 years |
| Separation Packages | 16 years |
| Company Job Posting | 3 years |
| Investigations | 6 years |
| IT Support, IT Asset Management, and IT Invoicing Business Processes | ACTIVE+ Up to 3 years Retention begins after service is no longer used. |
| Employee Performance Related Assets | 5 years |
| Employee Relocation – Domestic/International | 6 years |
| Physical security access | Up to 1 year |
| Employee - Service Awards | ACTIVE+3 years Retention begins after service is no longer used. |
| Employee Salary Planning | 5 years |
| Employee Assistance Programs (psychological counseling/ therapy) | ACTIVE+6 years Retention begins after service is no longer used. |
| Employee Surveys | Up to 5 years |
| Employee Emergency Contact list | ACTIVE  Retained until service is no longer used. |
| Organization charts | Up to 3 years |
| Affinity Groups | ACTIVE  Retained until service is no longer used. |
| Employee Monitoring (CCTV and Line Operations Cameras)- Surveillance recording | Up to 60 days |
| Employee Monitoring (CCTV and Line Operations Cameras) | Up to 1 year |
| Employee Monitoring (Networks, devices, computer logs) | Up to 1 year |
| HR Case Management (Employee Care) | Up to 3 years |
| Wellness programs | ACTIVE+6 years Retention begins after service is no longer used. |
| Payroll/Other Compensation & Social Security/Unemployment | 16 years |
| Time and Attendance | Up to 3 years |
| Carfleet | ACTIVE Records are deleted after service is no longer used. |
| Employee- Communications (photography and videography) | Up to 3 years |
| Ordinary Work-Related Activities | Up to 3 years |
| Learning Training transcript | ACTIVE+6 years  Retention begins after service is no longer used. |
| Corporate Events/Meeting Planning/ P&G Sponsored Events | Up to 3 years |
| IT Mobility | ACTIVE+ Up to 3 years Retention begins after service is no longer used. |