

Employee Data Privacy Notice

TA Realty LLC

TA Realty LLC (“**TA Realty**”) will from time to time collect data from employees in connection with their employment information that could be used to identify them or that is associated with information that identifies the employee (“**Personal Information**”). TA Realty provides this Privacy Notice (“**Notice**”) to employees, officers, directors, candidates, and contractors (“**Employees**”).

Collection of Employees’ Personal Information

Employees may be asked to provide Personal Information at various points before and during their employment with TA Realty, including when applying for a position within TA Realty, establishing payroll administration, enrolling in health and other employment benefits, and completing other relevant documentation.

Personal Information may include name, date of birth, government-issued identification (e.g., Social Security number, passport, driver’s license number), banking information, marital status, health information (biometrics), phone number(s), personal email address, physical/mailling address, other contact information, title, employment history, education, job qualifications, and other relevant personal data.

TA Realty also may collect personal data about the dependents of employees when an employee enrolls in health and other benefits or provides emergency or other contact information. By providing information about family members or other individuals, employees represent that they have the authority to provide this information to TA Realty.

Use of Personal Information of Employees

In accordance with applicable law, TA Realty uses the Personal Information of its employees for the following purposes:

- to evaluate eligibility for initial employment, maintain employment records, and for reasons necessary to manage work-related aspects of the employee-employer relationship (e.g., training, payroll processing, determining benefits eligibility and processing related payments, processing travel and reimbursement expenses, providing and assessing training needs); and to comply with legal and regulatory reporting requirements;
- to prepare tax return information; and
- as required by law (e.g., to ensure health and safety compliance, to investigate and respond to claims related to employment, and to perform background checks through service providers, where relevant and permitted by law).

Sharing of Personal Information of Employees

TA Realty does not sell its employees' Personal Information to third parties. TA Realty may share employees' Personal Information as follows:

- **Vendors; third party service providers.** TA Realty engages third-party service providers as necessary for the purposes described above. Those third parties include benefits and payroll providers and administrators.
- **Compliance with legal and contractual obligations.** TA Realty may disclose the Personal Information of employees if required or permitted to do so by law (such as when part of a governmental agency action or litigation), a governmental, quasi-governmental or regulatory organization requests or to relevant third parties (such as site technicians, brokers, auditors, lawyers, or professional advisers) in order to fulfill our contractual obligations.
- **Safety and security.** If TA Realty considers it necessary, or where required by law, to disclose the Personal Information of employees in certain situations where the health, safety or wellbeing of an employee is at imminent risk, it may share Personal Information with outside counsel, law enforcement or others who are legally authorized.
- **Transfer of Business.** In the event of a merger, consolidation, sale, bankruptcy, or transfer of all or substantially all of the assets or business of TA Realty, it may transfer the Personal Information of its employees in its possession to a prospective or relevant successor to the business.

Privacy Rights and Disclosures for California Employees

In accordance with the California Consumer Privacy Act, for employees who are California residents, TA Realty offers such employees the following rights that affect how we handle the personal information that we collect. Employees may request the following in relation to their personal information:

- **Information** about how we have collected and used your personal information. We have made this information available to you without having to request it by including it in this Privacy Notice.
- **Access** to a copy of the personal information that we have collected about you.
- **Correction** of personal information that is inaccurate or out of date.
- **Deletion** of personal information that we no longer need in relation to your employment or for other lawful purposes.

To make a request, please email us or write to us as provided in the “Contact” section below. We may ask for specific information from you to help us confirm your identity. You are entitled to exercise the rights described above free from discrimination.

Employees may empower an “authorized agent” to submit requests on an employee’s behalf. We will require authorized agents to confirm their identity and authority, in accordance with applicable laws. In some instances, your rights may be limited, such as where fulfilling your request would impair the rights of others, our ability to provide a service you have requested, or our ability to comply with our legal obligations and enforce our legal rights.

We retain your personal information only for as long as is necessary to fulfill the purposes for which it was collected and processed and in accordance with applicable laws.

Contact

For more information about this Notice, please contact the Office of Compliance at compliance@tarealty.com.

Last updated: December 2022