SUNBELT RENTALS, INC. TEAM MEMBER AND APPLICANT PRIVACY NOTICE

Last Updated: 01/01/24

Sunbelt Rentals, Inc. and its affiliates ("the Company") are committed to protecting the privacy of personal information of all team members and job applicants as described in this Privacy Notice.

Individuals with disabilities may access this notice in an alternative format by contacting humanresources@sunbeltrentals.com.

PERSONAL INFORMATION COLLECTION, USE, AND SHARING

This section describes how we may collect, use, and share the information of our team members and applicants.

Information Collection. We may collect and process information about you as a team member or applicant, including the following:

- **Identifying Information**: Name, date of birth, home address, email, phone number, Social Security Number, driver's license, passport details, photo, immigration status, and demographic information, including race, ethnicity, and gender.
- **Application Materials**: Resume, application letters, employment history, education history, qualifications, skills, and references.
- **Background Screening Reports.**
- **Biometric Information**, such as fingerprints.
- **Audiovisual Information and Electronic Communications**: Phone, written and electronic communications, including video recordings collected through security cameras.
- **Beneficiary Details**: Emergency contacts, marital status, information about you and family members, including birth and marriage certificates.
- **Employment Information**: Job title, compensation, benefits, professional experience, education, performance history, training records, and employment number.
- **Team Member Conduct**: Performance, career plans, conduct, name of manager, absence records, holiday records, information on hours worked, location of work activity, development goals, and, where permissible, about violation of laws or breach of company policies.
- **Account Information**: Financial information and account information related to salary and benefits.
- **Expense Records**: Out of pocket expenses, corporate credit cards, company cars where an allowance is claimed, and mobile phone costs.
- **Mobile Phone Records**: Mobile phone usage and call records for Company provided cell phones.
- **Medical Information**: Medical leave information, medical certificates, claims data, drug-testing results, and other documents.

Information Use. The Company processes this information for the following purposes:

- As required to establish and perform the employment contract, to maintain or terminate the employment relationship or contract, and to enable you to perform your job, including recruiting, hiring, administration of payroll and benefits, and talent management.
- As required by the Company to enable its business, in particular to provide access to the Company's offices, management of the Company's IT systems and infrastructure, inclusion in company directories, and provision of communication services such as e-mail, telephone and internet access.
- Protecting the security of the Company's premises, assets, systems, and intellectual property and enforcing company policies, including monitoring communications where permitted by local law, in protection of company property, and for investigations and disciplinary actions.
- Compliance with applicable laws and protection of the Company's legitimate business interests and legal rights, including use in connection with legal claims, compliance, regulatory, investigative, and disciplinary purposes.
- With your consent or as otherwise disclosed at the time of collection.

Information Sharing. We may share the information we collect with other parties, including the following:

- With Company affiliates.
- With customers in order to provide our services and potential customers who request resumes or contact information of our team members.
- With third-party service providers who process information on behalf of the Company for the purposes above, including our benefits providers, background check service providers, healthcare professionals, and drug testing laboratory personnel.
- As part of a corporate sale, merger, or acquisition or other transfer of all or part of our assets, including as part of a bankruptcy proceeding.
- To comply with applicable laws and lawful government requests, including court orders, governmental inquiries, to protect our rights or the rights of third parties, or to protect the safety or security of any person or entity.
- With your consent or as otherwise disclosed at the time of data collection or sharing.

Information Retention. The Company will retain personal information as long as necessary to fulfill the purposes for the collection as described above. Personal information is retained for the duration of our hiring process and the employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.

CALIFORNIA TEAM MEMBERS AND APPLICANTS

Under the California Consumer Privacy Act ("CCPA"), the Company is required to inform California residents who are our team members or applicants about the categories of "personal information" we collect about you and the purposes for which we will use this information. This notice also applies to any personal information that we may collect about your emergency contacts and/or to administer employment benefits to other individuals as part of your employment with us.

This notice applies only to "personal information" that is subject to the CCPA. For example, this notice does not apply to personal information that is exempted from the CCPA, such as personal information covered by other privacy laws like the Health Insurance Portability and Accountability Act, the Confidentiality of Medical Information Act, or the Fair Credit Reporting Act.

We do not:

- sell personal information;
- share personal information for cross-context behavioral advertising or disclose your personal information to third parties other than the entities or service providers described below;
- share or disclose your sensitive information to third parties for purposes other than those listed below or otherwise permitted by the California Consumer Privacy Act;
- sell or share the personal information of consumers under 16 years of age; or
- permit third parties to collect your personal information on our behalf other than our service providers listed below.

Personal Information We Collect and Disclose. In the preceding 12 months, the Company collected and disclosed the following categories of personal information:

- Identifiers (such as real name, postal address, unique personal identifier, online identifier, address, email address, and account name).
- Protected categories (such as race, sex, including pregnancy, childbirth, and related medical conditions, age, date of birth, disability status, citizenship status, racial or ethnic origin, and military or veteran status).
- Recordkeeping information (such as Social Security number, driver's license number, state identification card number, passport number, bank account number, insurance policy number, and other financial information).
- Biometric information (such as fingerprints)
- Internet or other electronic network activity information (such as information regarding your interaction with social media sites or applications and email usage).
- Geolocation information (such as your physical address or precise geolocation information).
- Audio, electronic, visual, thermal, or similar information (such as photos on your ID badge, recordings collected through online conferencing tools, or video recordings collected through security cameras).

- Professional or employment-related information (such as employment history, experience, immigration status, and work eligibility).
- Education information relevant to the job (such as information included on your resume).
- Sensitive personal information (such as passport information for eligibility purposes, union membership, or health-related information for disability accommodations or benefits, in addition to other data types described above).
- Inferences drawn from the personal information collected to determine your abilities and aptitude.
- Other information about you that is linked to the personal information above.

Our Purposes for Processing Personal Information. We use and disclose the personal information we collect for our commercial and business purposes, as further described above in the "Personal Information Collection, Use, And Sharing" section of this Privacy Notice.

Recipients of Personal Information. We disclose the categories of personal information designated above to the categories of third parties listed above in the "Personal Information Collection, Use, And Sharing" section of this Privacy Notice for commercial and business purposes.

Categories of Sources. We collect personal information from the following categories of sources:

- Directly from you during your relationship with the Company.
- Our affiliates and joint venture partners.
- Indirectly from you, such as by monitoring your activities in accordance with our policies and procedures.
- Company personnel, depending on your relationship to the Company. When you are an emergency contact or beneficiary of a Company team member, we may collect personal information about you from that team member or contractor. When you are a Company team member, we may also collect personal information about you from other Company team members, like your manager.
- Our service providers, such as those who administer payroll and team member benefits.
- Referees or recruiters who refer your application to us.
- Education establishments or previous employers to confirm the information you have provided to us.

Your California Privacy Rights. As a California resident, you have the following privacy rights regarding your personal information, subject to certain exceptions and limitations:

- The right to know and right to access the personal information we have collected about you, including the categories of personal information, the categories of sources from which personal information is collected, the business or commercial purpose for collecting, selling, or sharing personal information, the categories of third parties to whom we disclose personal information, and the specific pieces of personal information we have collected about you;
- The right to delete personal information that we have collected from you;

- The right to correct inaccurate personal information that we maintain about you; and
- The right not to be discriminated against for exercising your privacy rights.

You can exercise you privacy rights by submitting a request to us by emailing us at: humanresources@sunbeltrentals.com, calling us at: 866-573-6246; through the Support Hub by submitting a General Inquiry, or asking our Human Resources department in writing.

Verification Process and Required Information. To protect the security of your personal information, we will require you to provide us with identifying information for you such as personal email address, personal telephone number, team member identification number, and/or other information that we can match with the personal information we have collected about you to verify your identity.

Authorized Agent. You may use an authorized agent to request access to or deletion of your personal information. We will require your authorized agent to provide us with either (1) a power of attorney authorizing the authorized agent to act on your behalf or (2) your written authorization permitting the authorized agent to request access to your personal information on your behalf. Further, we will require you or your authorized agent to provide us with identifying information to verify your identity. We may also require you to either verify your own identity directly with us or directly confirm with us that you provided the authorized agent permission to submit the request.

UPDATING YOUR INFORMATION

When you have an account to update with us, you may review, change or update your information in the applicable system or, when direct changes cannot be made in the system of record by you, notify Human Resources for necessary updates. Your account will terminate when you are no longer employed by the Company.

CHANGES TO THIS NOTICE

If our information practices change, we will post these changes in the following manner:

- Applicants: This notification will be updated and shared on our careers page.
- Team members: This notification will be updated and posted in Support Hub.

QUESTIONS

If you have any questions or concerns regarding this Privacy Notice or the collection of your personal information, please contact:

Sunbelt Rentals Human Resources Department
1-866-573-6246
humanresources@sunbeltrentals.com