



Employee, Job Applicant and Contractor Notice



Effective Date:
January 1, 2020

Last Reviewed:
June 30, 2020

Your privacy is a top priority for PG&E Corporation and Pacific Gas and Electric Company (together, “PG&E”) and we make every reasonable effort to protect the information we hold about you.

Under the California Consumer Privacy Act, PG&E employees, job applicants and contractors who are California residents have the right to be informed as to the categories of personal information collected about them, and the purposes for which the information will be used.

In addition, California consumers, including PG&E customers who are California residents, have specific rights under the California Consumer Privacy Act of 2018. These rights are described in **PG&E’s Privacy Policy**.

Information We Collect and Disclose

Personal information that we collect and disclose about employees, job applicants and contractors

If permitted by law, we collect information about employees, retirees, job applicants and contractors from a variety of sources, including:

- **Directly or indirectly from you:** In the context of your role or former role as a job applicant to, or an employee, retiree or contractor of PG&E. This may be collected by phone, by mail, by text, by email, through our websites, for example at pge.com or at careers.pge.com, as well as from your use of Internet, our website, mobile devices or applications, tracking devices, or through vendors who provide or deliver services on our behalf.
- **From PG&E equipment and authorized “Bring Your Own Devices” (“BYOD”):** Through devices installed on utility vehicles and other devices used in the context of your employment with PG&E.
- **From third parties:** When we work with third parties such as recruiters, consumer reporting agencies, service providers, vendors, contractors, credit agencies, market researchers, or service providers who provide services on our behalf.
- **From other sources:** We may supplement the information described above with information we obtain from other sources, including from both online and offline data providers.

For each category of personal information, the category of sources from which that information is collected, if permitted by law, is indicated in the table below:

Source of Personal Information	Categories of Personal Information
Information You Provide	<ul style="list-style-type: none"> • Identifiers • Personal information categories listed in the California Customer Records statute • Protected classifications characteristics under California or federal law • Commercial information • Biometric information • Sensory data • Professional or employment-related information • Non-public education information
Information We Collect by Automated Means Online	<ul style="list-style-type: none"> • Identifiers • Internet or other similar network activity
Information We Collect By Automated or Manual Means Through PG&E Equipment and BYOD	<ul style="list-style-type: none"> • Commercial information • Biometric information • Internet or other similar network activity • Geolocation data • Sensory data • Inferences drawn from other personal information
Information We Collect from Other Sources	<ul style="list-style-type: none"> • Identifiers • Personal information categories listed in the California Customer Records statute • Protected classifications characteristics under California or federal law • Commercial information • Geolocation data • Professional or employment-related information • Non-public education information • Inferences drawn from other personal information

Examples of information that we collect about you include:

- Personal information you provide us when applying for employment or a contract with PG&E, or as a current or former employee or contractor of PG&E, or that we collect about you and use in the context of your current or former role as a job applicant to, an employee, retiree or contractor of PG&E. Such information includes your name, address, phone number, email address, date of birth, current or past job history, gender, languages, veteran status, financial information, Social Security number and other unique identifying numbers, background checks, including drug and other tests, academic/professional qualifications, education, résumé, reference letters and interview notes, your job title/position, office location, hire dates, employment contracts, emergency contacts information, performance evaluations and other information, awards and achievements, training and development records, compensation, time off information, eligibility to work in the United States, including information related to your immigration status, IT information, including information required to provide access to PG&E systems and networks such as IP addresses, log files, login information, software/hardware inventories, etc.; information regarding your compliance with our Code of Conduct and laws and regulations, information regarding workplace training, conduct performance-related reviews, monitor employment-related licenses and credentials, photographs, videos and other recordings, termination and post-employment data, grievance procedures. Such information also includes information that you choose to share with PG&E, for example hobbies, social preferences, etc.

- Information used to determine eligibility in and administer certain employee compensation and benefits programs, including but not limited to issuance of equity awards or other benefits, to pay and reimburse for expenses, provide you with employment or retiree-related services, maintain your and your beneficiaries and dependents contact information, conduct healthcare-related services. Such information includes employee benefit plans information, health-related information, special accommodations information, national insurance numbers, marital status, information related to your dependents, financial information such as banking details, tax information, payroll information, withholdings, salary, benefits, expenses, company allowances, stock and equity grants, various types of leave information (including sick leave, vacation, paid time off, FMLA leave, maternity/paternity leave, etc.).
- To maintain safe and reliable utility services and to protect your health and safety, as well as to comply with local public health orders, we collect information before, during and after business hours through apps, devices and equipment developed or provided by us or third-parties and made available to you, including information about your location and movements, health, travel or your family members.
- Information that we collect to support work (including remote) environment, and to maintain its safety, security, and integrity of our work environment, facilities, systems, website, apps, services, databases and other technology assets, and business. Such information includes tracking and monitoring information, including related to access badge readers, sign-in sheets, surveillance cameras, information related to use of our IT and communications systems, including online activity on work-authorized computers, devices and systems (including BYOD), information that we collect through ergonomic and other assessments, etc.
- Information used to visit, register for, manage, or access your online or other PG&E employee or retiree accounts, such as your PG&E account number, name, address, phone number, and email address.
- Information you give us when you communicate with PG&E and/or any of its representatives.
- As described to you when collecting your personal information or as otherwise set forth in the California Consumer Privacy Act or subsequently agreed to by you.
- We may supplement the information described above with information we obtain from other sources, including from both online and offline data providers. Such supplemental information may include contact information, such as your email address, demographic data, or other relevant information.

In addition to the information above, within the preceding twelve (12) months, PG&E may have collected and may continue to collect, directly or indirectly from you, through its website or otherwise, and disclosed to service providers and third parties the categories of personal information identified below in the context of your role or former role as a job applicant to, or an employee, retiree or contractor of PG&E, or as required by law, or otherwise.

In addition to PG&E, service providers and third parties to whom personal information has been disclosed on behalf of PG&E include contractors, vendors, service providers, government regulatory agencies, courts, labor unions, and other third parties with a legal right to the information. See also **Information we obtain from your use of our website or mobile apps** and **How We Use Information** below.

Category	Examples	Information collected and disclosed
A. Identifiers.	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.	Yes
B. Personal information categories listed in the California Customer Records statute.	A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories.	Yes
C. Protected classification characteristics under California or federal law.	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).	Yes
D. Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	Yes
E. Biometric information.	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	Yes
F. Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.	Yes
G. Geolocation data.	Physical location or movements.	Yes

Category	Examples	Information collected and disclosed
H. Sensory data.	Audio, electronic, visual, thermal, olfactory, or similar information.	Yes
I. Professional or employment-related information.	Current or past job history or performance evaluations.	Yes
J. Non-public education information.	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	Yes
K. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	Yes

Personal information does not include:

- Publicly available information from government records;
- De-identified or aggregated consumer information;
- Information excluded by law from the definition of personal information, such as:
 - Health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CMIA) or clinical trial data; and
 - Personal information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver's Privacy Protection Act of 1994.

Information we obtain from your use of our intranet or mobile apps that we make available

- **Your visits to PG&E's intranet or mobile apps:** We collect information about visits to our intranet and mobile applications, such as your use of certain services and links. We also collect information about your location and health through apps developed by us or third-parties and made available to you.
- **Log Data:** We receive information that is automatically recorded by our servers when you visit our website or mobile applications, including your Internet Protocol ("IP") Address. An IP address is a number automatically assigned to your computer every time you browse the Internet. When you visit the website, our servers log your current IP address. We may use your IP address to help diagnose problems with our servers and to administer the website. We also use IP addresses to provide localized content to you on our website, which is related to your geographic region. Your IP address is not associated with your personal information and we do not use it to identify you when logging IP address data.

- **Cookies:** When you visit or use our website or online services, our server may create cookies, which are small pieces of information placed on your device that provide a more convenient experience to you. PG&E uses cookies and other similar technologies on our website and online services. We may also allow business partners to use their cookies or similar technologies on our website or online services for the purpose of selling or distributing the cookies to provide targeted advertisements or other commercial uses about programs or services that they offer. As a result, when you use or visit the website, you will provide or make available certain information to us and to our business partners, unless you opt-out of or disable the business partners' use of your personal information.

The data we collect about website usage from cookies is not tied to your personal information and is only used in an aggregated form for the purposes of our own customer support, analytics, research, and improving our website. When you use features such as "Remember My Username," the cookie is associated with your personal information in order to provide you with a more convenient experience. We do not sell or transfer the data we obtain from cookies for a monetary value. We use cookies to evaluate website usage or provide energy services to you, or to offer programs and/or services that you may be interested in.

You may disable our usage of cookies through your browser settings. Please note that if you disable your browser's ability to accept cookies, you will be able to navigate PG&E's website, but you will not be able to take advantage of certain features, such as "Remember My Username," and will not receive targeted advertisements related to our programs or services. In addition, you must contact our business partners directly to disable their use of cookies about you that you have consented them to use based on your use of their on-line services.

Targeted Communications on Social Media Sites

We use social media sites like Facebook and Twitter to communicate with you about our programs and services. You can follow us on these social media sites to receive regular updates. These social media sites also allow us to target ads to you using the information they maintain about you with your consent, even if you do not specifically follow us on their site. We may target ads to you using information such as cookies, pixels, zip codes, and interests.

You will only see our targeted ads if you agreed to receive this type of communication through your social media provider. You may be able to disable some or all of the advertising targeted to you on a social media site by adjusting your privacy settings on their site. Please see our **Social Media Guidelines** for more information.

Web Browser "Do Not Track" Signals and Other Similar Mechanisms

Our website does not respond to "Do Not Track" signals. "Do Not Track" signals are used by some Web browsers to attempt to limit tracking related to your visits to a website. However, our website does provide an option for viewers to opt out of the transmittal of "cookies" about their viewing data to third parties.

Links to other websites

While browsing PG&E's website or online services not sponsored by PG&E, you may encounter and choose to access websites or online services operated by PG&E business partners, companies or agencies that may not be associated with PG&E by clicking on hypertext links or icons. These websites may send their own cookies to you, log your IP address, and/or otherwise collect data or personal information about you and your online activities. PG&E does not control and is not responsible for what outside entities do in connection with their websites or online services, or how they handle your personal information. Please use caution and consult the privacy policies posted on each outside website that you visit for further information.

How We Use Information and Share Information with Service Providers and Third Parties

PG&E collects, uses, and discloses your personal information to fulfill the following business and legally required purposes:

- In the context of your current or former role as a job applicant to, or an employee, retiree or contractor of PG&E, including for recruitment purposes, to administer benefits, pay and reimburse for expenses, conduct performance-related reviews, monitor employment-related licenses and credentials, provide you with employment or retirement-related services, maintain your and your beneficiaries and dependents contact information, monitor eligibility to work in the United States, conduct healthcare-related services, monitor your compliance with our Code of Conduct and law and regulations, maintain security of our internet-connected assets and systems.
- Maintain safe and reliable utility services and to protect your health and safety, as well as to comply with local public health orders, we collect information before, during and after business hours through apps, devices and equipment developed or provided by us or third-parties and made available to you, including information about your location and movements, health, travel or your family members.
- Support our work (including remote) environment and maintain the safety, security, and integrity of our work environment, systems, website, apps, services, databases and other technology assets, and business.
- Comply with a valid warrant, subpoena, or court order, or exercise or defend legal claims.
- Comply with applicable law or regulatory requirements, including a California Public Utilities Commission (CPUC) request or order, or comply with a request or order from other local, state or federal governmental agencies with legal authority to obtain the personal information from PG&E.
- Develop and implement marketing, education and outreach plans in the context of your employment or past employment with PG&E.
- Protect the safety and security of PG&E's customers, visitors, employees and contractors by collecting and reviewing personal information to protect against fraud, other crimes and threats to safety.
- Enable third parties, service providers, vendors and contractors to provide energy-related services, products or equipment on behalf of PG&E, as required in order to provide products and services to you, or for other business purposes consistent with PG&E's employment relationship with you, or to comply with PG&E's legal obligations as a regulated California public utility, subject to appropriate confidentiality and security requirements.

- Notify credit reporting agencies and collection agencies to evaluate your credit or if your account is assigned for collection.
- Assist emergency responders in situations of threat to life or property.
- For any other business or lawful purpose reasonably anticipated within the context of PG&E's relationship with you.

Sharing Personal Information with Service Providers and Third Parties

In the context of your role or former role as a job applicant to, or an employee, retiree or contractor of PG&E, and in order to provide you with services or to complete transactions requested by you, we may transfer your personal information to service providers who act on our behalf. Service providers acting on PG&E's behalf are required to follow the similar privacy and security practices as PG&E and are subject to an extensive security review of their data handling processes before PG&E permits any sharing of personal information, except as subject to different requirements under applicable laws or regulations.

PG&E does not disclose an employee's, former employee's, retiree's, job applicant's, or contractor's personal information to any other person or business entity without your prior consent, except as necessary for the purposes listed above.

PG&E may share aggregated, non-employee specific data and information derived from personal information with other entities for the purpose of:

- informing California energy policy as directed by the California Public Utilities Commission and other California government agencies which regulate PG&E;
- maintaining safe and healthy workplace and the health and safety of our employees, customers and communities, among other things due to the COVID-19 pandemic.

If permitted by law, we typically disclose the following categories of personal information to the following categories of entities for a business purpose or to comply with legal obligations:

Categories of Entities	Categories of PI Disclosed
Utility Service Providers, Vendors, Contractors Which Provide Equipment, Products, Services and Plans to Support PG&E's Safe, Reliable and Secure Public Utility Services, Products and Programs Provided to Customers and For Other Necessary Business Purposes	<ul style="list-style-type: none"> • Identifiers • Protected classification characteristics under California or federal law • Commercial Information • Geolocation data • Sensory data • Professional or employment-related information
Third Parties Receiving Personal Information Pursuant to a Valid Legal Warrant, Subpoena, Court Order or Legal or Regulatory Mandate, or Necessary for PG&E to Defend or Assert Legal Claims	<ul style="list-style-type: none"> • Identifiers • Personal information categories listed in the California Customer Records statute • Protected classification characteristics under California or federal law • Commercial Information • Biometric information • Internet or other similar network activity • Geolocation data • Sensory data • Professional or employment-related information • Non-public education information • Inferences drawn from other personal information

Categories of Entities	Categories of PI Disclosed
Regulatory Agencies, including the California Public Utilities Commission, California Energy Commission, and Federal, State or Local Agencies or Representatives with Authority to Obtain the Information	<ul style="list-style-type: none"> • Identifiers • Personal information categories listed in the California Customer Records statute • Protected classification characteristics under California or federal law • Commercial Information • Biometric information • Internet or other similar network activity • Geolocation data • Sensory data • Professional or employment-related information • Non-public education information • Inferences drawn from other personal information
First responders and other government entities during public safety emergencies	<ul style="list-style-type: none"> • Identifiers • Protected classification characteristics under California or federal law • Commercial Information • Geolocation data • Sensory data
Financial institutions, credit agencies, and other financial services entities providing financial and auditing support services for PG&E's public utility programs and services	<ul style="list-style-type: none"> • Identifiers • Protected classification characteristics under California or federal law • Commercial Information • Inferences drawn from other personal information
Service Providers, Contractors, Vendors and Other Third Parties Which Provide Support for PG&E General Business Processes and Purposes	<ul style="list-style-type: none"> • Identifiers • Personal information categories listed in the California Customer Records statute • Protected classification characteristics under California or federal law • Commercial Information • Biometric information • Internet or other similar network activity • Geolocation data • Sensory data • Professional or employment-related information • Non-public education information • Inferences drawn from other personal information