

**DISCLOSURE TO JOB APPLICANTS PURSUANT TO THE CALIFORNIA CONSUMER  
PRIVACY ACT (CCPA)**

**Effective Date: 12/26/19**

**Last Updated: 12/26/19**

RP Automotive, Inc. dba SoCal Penske Dealer Group (“SoCal Penske”) is the shared services entity for the following collective of dealerships: Penske Toyota of Downey, Penske Honda of Ontario, Penske Jaguar Land Rover Cerritos, Penske Chevrolet of Cerritos, Penske Buick GMC of Cerritos, Penske Cadillac Buick GMC of Southbay, Penske Ford, Penske Honda Chula Vista, and Penske Lincoln (collectively, including SoCal Penske, the “Companies” and each a “Company”, “we,” “us,” “our”). You are applying for a position with SoCal Penske or one of the other Companies.

As the shared services entity providing contracted services for the Companies, SoCal Penske prepared this Applicant Privacy Notice (“Privacy Notice”) for the benefit of the Companies and each of their respective team members. For the avoidance of doubt, each Company operates independently, and each employs its own local management and personnel.

This Applicant Privacy Notice explains what types of Personal Information (defined below) may be collected by the Company about job applicants (“applicants”) and how that Personal Information may be used and disclosed.

In adopting and adhering to this Privacy Notice, the Company intends to comply with all applicable laws, rules, and regulations protecting the privacy of Personal Information. Laws within specific jurisdictions may require that the Company supplement this Privacy Notice to comply with local laws, and nothing in this Privacy Notice is intended to limit the Company’s rights and obligations or the rights of applicants under such local laws. Nothing in this Privacy Notice is intended to form a contract of employment or otherwise.

**What are the Business Purposes for Collecting Personal Information?**

The Company collects, receives, maintains, and uses the Personal Information of applicants for the following business purposes:

1. To comply with state and federal law and regulations requiring employers to maintain certain records;
2. To review your application as part of the talent acquisition process;
3. To obtain and verify background checks, including criminal and motor vehicle history where relevant and as permitted under applicable law;
4. To evaluate and make decisions regarding your application;
5. To monitor equal employment opportunity and affirmative action compliance based on information that an applicant *voluntarily* discloses and assess reasonable accommodation requests;
6. To conduct drug screening at authorized drug testing facilities;
7. To determine driver insurability under commercial insurance policies for positions that require the driving or operation of motorized vehicles;
8. To communicate with you, including responding to your inquiries; and
9. For any other use for which there is a legal or business justification.

Additional reasons for the collection of Personal Information are: (i) human resources and recruitment recordkeeping; (ii) compliance with legal requirements; (iii) Company risk mitigation to the extent

authorized or permitted by law; and (iv) emergency situations where the health or safety of individuals may be endangered. The type of information requested depends on the job position.

### **What Personal Information Do We Collect and Why?**

For purposes of this Privacy Notice, “Personal Information” includes anything that identifies, relates to, describes, is capable of being associated with, or could be reasonably linked, directly or indirectly, with a particular applicant or household. The Company currently collects, receives, and maintains the following categories of Personal Information of applicants for the above business purposes as referenced by number:

<b>CATEGORY</b>	<b>EXAMPLES OF SPECIFIC PIECES OF INFORMATION</b>	<b>BUSINESS PURPOSE</b>
Personal Identifiers	Name, alias, postal or mailing address, email address, telephone number	1, 2, 3, 4, 5, 6, 7, 8, 9
Additional Personal Identifiers	Date of birth, social security number, driver’s license and demographic information collected for pre-employment screening purposes	1, 6, 7, 9
Protected Classifications	Race, ethnicity, national origin, sex, gender, sexual orientation, gender identity, religion, age, disability, medical or mental condition, military status, familial status, language	1, 5, 9
Pre-Hire Information	Job application, resume, background check results, motor vehicle history results, drug test results, banking and other financial information, job interview notes, and candidate evaluation records	1, 2, 3, 4, 5, 6, 7, 8, 9
Education Information	Transcripts or records of degrees and vocational certifications obtained	1, 2, 3, 4, 8, 9
Visual, Audio or Video Recordings in the Workplace	Surveillance footage of applicants recorded by Company security cameras when an applicant is onsite, voice recordings such as voice messages	8, 9

### **Disclosure**

We share Personal Information collected internally, with affiliates and with service providers for the purposes set forth above and with your consent. **For the avoidance of doubt, the Company does not sell your Personal Information to third parties, as those terms are defined in the California Consumer Privacy Act.**

### **Security and Retention**

We take the protection of your Personal Information seriously. The Company maintains physical, technical, and administrative safeguards commensurate with industry standards to protect your Personal Information and to prevent loss, theft, unauthorized access, destruction, use, modification and/or disclosure. Encryption is used to secure certain Personal Information where deemed necessary. Only authorized Company

personnel and of our third party service providers are provided access to personal data, and these employees and third party service providers are required to treat this information as confidential.

Personal Information is retained for as long as needed before deletion in accordance with our retention policies.

### **Your California Privacy Rights**

From January 1, 2020, applicants who are California residents have the right to notice about the categories and specific pieces of Personal Information we have collected about them, as well as the purpose for collecting such information. This information is provided in the “**What Personal Information Do We Collect and Why?**” section above.

### **Amendment**

The Company may amend this Privacy Notice from time to time. When we make changes to this Privacy Notice, we will revise either or both of the “Effective Date” or “Last Updated” dates at the top of this Privacy Notice.

### **Contact Us**

If you have any questions or concerns as to how your Personal Information is processed, you can contact the Privacy Team at [privacyteam@socalpenske.com](mailto:privacyteam@socalpenske.com) or 1-833-491-0172.

### **Authorization**

By submitting your Personal Information, you agree that the Company may process it for recruitment, human resources processes, background check purposes, and all other business purposes provided in the “**What are the Business Purposes for Collecting Personal Information**” section above.