

This Notice describes our practices with respect to the collection, use, storage, disclosure or erasure (“**Processing**”) of your personal information in connection with the employment of, or candidacy for employment of, any Canadian resident by Trimble Inc. or any of its affiliates (“**we**”, “**our**”, “**us**”, or “**Trimble**”). Employees and candidates should note that data protection and data privacy laws may differ from jurisdiction to jurisdiction where Trimble has employees or business operations. This Notice supplements but does not supersede nor replace any other consent you may have previously provided to us regarding your personal information.

This Notice applies to our collection, use and disclosure of personal information relating to our job candidates and employees. This Notice does not impose any limits on the collection, use or disclosure of business contact information or certain publicly available information, or to the extent that such collection, use or disclosure is otherwise permitted by law.

### I. Categories of Personal Information

To the extent required and/or permitted to do so under applicable law, we collect and process various personal information about candidates and employees, such as that described below (“**Personal Information**”). We collect most of this information directly from you, but on occasion may collect personal information from other sources (for example, criminal records checks).

We may collect and/or process the following categories of Personal Information about employment candidates:

- Your name, home address, work address, personal telephone numbers, personal email addresses and similar personal contact information about you;
- Your application for employment, cover letter, CV/resume, education and employment history, reference contact information;
- references and reference letters;
- interview notes;
- reference checks;
- prior employment and volunteer history;
- academic history (including school name, transcripts, type and date of degree, etc.); and
- background screening information if relevant (in accordance with applicable laws).

If we decide to hire you, we may collect and/or process further Personal Information following your acceptance of our offer letter, both during the onboarding process and once you are an employee. This additional information includes:

- Your home address, private email address, citizenship (which may require passport data, nationality), birth date, country of birth, and immigration status;
- Your emergency contact details, family members, family status (for benefits purposes);
- If relevant, your driver’s licence information, driver record information, license plate/vehicle information (for issuance and administration of company parking and vehicles);
- If relevant, and to the extent required or permitted by applicable law, information about medical conditions or disabilities that require special equipment or other accommodation;
- To the extent required or permitted by law, information concerning your health, including self-certification forms, fit notes and medical and occupational health reports;
- information on work-related accidents;
- Your digital signature (e.g., on PX documents);
- Job title and code, work location, division, department, position level, employment contract (and amendments of such), working time, timesheets, vacation time, sick time, medical, parental, or other leaves of absence, assigned tasks and projects, manager’s name, business travel data, ethics and compliance training data, information related to talent management, start and end date, and reason for leaving and similar data about you;

- Your basic salary, bonus and commission entitlements, bank account information (for automatic deposits), insurance benefits (including information about you and your dependents we provide to the insurer or benefits vendor), tax code, accrued salary information, authorized deductions (e.g. RRSP and/or Pension Plan contributions), and information relating to any retirement related account, any Trimble loan, Trimble credit cards, (if applicable) attachments of salary, capital-forming benefits and similar data about you;
- Your social insurance number (for tax purposes);
- Benefits information, including any health insurance or benefits policy number and group ID number, benefits enrolment forms identifying spouse and dependents, insurance coverage and claims (including medical, dental, vision and disability claims) and retirement plan beneficiary information;
- Identification and security information such as access card issuance and use, User ID, Personal ID etc.;
- Units of stock or directorships held, details of all restricted stock units or any other entitlement to shares of any Trimble stock awarded, cancelled, exercised, vested, unvested or outstanding in your favor and similar data about you;
- To the extent required or permitted by applicable law, computer usage information related to your use of Trimble equipment, systems, and other resources, including IP addresses and similar data about you;
- Email content, business letter content, business documents, social media, and chat content and similar data about you;
- Information relating to your compliance with our policies and to other security and internal control matters (e.g., monitoring of IT systems and devices);
- Information concerning disciplinary allegations, investigations and processes and relating to grievances or complaints in which you are or may be directly or indirectly involved;
- Performance reviews, evaluations and ratings, disciplinary allegations, disciplinary process and disciplinary warnings, details of grievances or complaints, and any outcome and similar data about you;
- Other data you choose to share with us such as hobbies, social preferences, and similar data about you; and
- Other information reasonably required to establish, manage or terminate your employment relationship with us.

Your provision of data to us is mandatory where we are required under applicable law, rule or regulation (e.g., employment, tax, etc.) to collect such information; if you do not provide mandatory information to us, we may be unable to enter into an employment relationship/engagement with you, or may revoke or terminate your employment, employment offer, or engagement.

## II. Processing purposes

We process your Personal Information to establish, manage or terminate your employment relationship with us, and for other purposes to the extent permitted and/or required under applicable law. For example, we may process your Personal Information for the following purposes:

- Making decisions regarding your application and candidacy for employment or engagement by us, assessing your suitability for the role desired, confirming that you are legally entitled to work in the applicable jurisdiction of employment; verifying application and candidacy details you have provided, conducting pre-employment or pre-engagement checks in accordance with applicable laws, and if applicable determining the terms of an offer of employment;
- Administering and providing compensation, including payroll as well as any bonus and other incentives which may apply to you, and to meet related regulatory and legal requirements (for example, Canada Revenue Agency/Revenue Quebec requirements);
- Facilitating and maintaining communications with employees and their next of kin;
- Processing expense claims and verifying your signature on expense reports and other corporate documents;
- Administering and providing applicable medical, dental, insurance, retirement, and other benefits and other work-related allowances, including reporting of benefit entitlements and use, reviewing and processing time

off and leave requests, and processing employee work-related claims such as workers' compensation, requests for accommodation, insurance claims, and the like;

- Managing, monitoring and administering the employment relationship and the workforce, including managing work activities, determining job and performance requirements, reviewing work performance, producing and maintaining corporate organization charts and internal directories such as employee directories, matrix management, entity and intra-Trimble staffing and team management, managing business travel, carrying out workforce analysis, improving our recruitment and hiring process and activities, conducting talent management and career development, managing and enforcing disciplinary actions and terminations, and providing references;
- Monitoring, documenting, assessing and addressing employee attendance (including vacation leaves, sick days, parental leaves, and other leaves or absences from work) and performance, including letters of recommendation or complaints;
- Ensuring compliance with applicable Trimble policies and procedures, including the whistleblowing hotline, physical/IT/network security, confidentiality, compliance, regulatory, auditing, legal claims, and internal investigations;
- Communicating with you, other employees, within Trimble affiliates, and/or third parties such as existing or potential business partners, suppliers, customers, end-customers or government officials, and your designated contacts in case of emergency;
- Establishing, administering and communicating with you about educational, training and development requirements and opportunities and certificates and accreditations relevant to your work;
- Managing and protecting our equipment and assets, including computer systems, company vehicles, etc.;
- Providing information regarding your background and training or changes in your position or status within Trimble and to Trimble customers;
- Protecting our legitimate business interests (including from theft, fraud, and similar activities and risks), investigating, managing, and addressing legal matters (including unlawful behaviour, fraud, civil claims, and insurance matters), and exercising or defending legal rights, including supporting any claim or defense before any jurisdictional, and/or administrative authority, arbitration or mediation panel, and responding to, cooperating with, and complying with requests and demands from regulators, law enforcement, or other governmental, regulatory or legal authorities;
- Complying with applicable laws, including employment requirements such as tax, employment insurance deductions, employment and immigration laws;
- Detection and prevention of physical and electronic security issues and fraud such as misuse of IT systems, physical and electronic monitoring of our offices, systems and networks for lawful purposes, monitoring and recording of activities involving employee Personal Information where permitted by applicable law, and conducting related internal investigations;
- Corporate financial responsibilities and compliance, including internal/external audits and cost/budgeting analysis and control;
- Generating de-identified and/or anonymized information about you which will not be considered Personal Information and may be used by us, our affiliates, and others without restriction;
- Responding to a request by you related to your rights under applicable data privacy laws upon verification of a valid request;
- Providing information to third parties in connection with transactions that we contemplate or carry out;
- Fulfilling the purpose(s) for which you have provided Personal Information; and
- Other lawful or legitimate purposes reasonably required for Trimble's day-to-day operations and to generally establish and manage Trimble's employee-employer relationships.

Additionally, we use Personal Information for automated decision-making purposes, such as but not limited to suggesting career opportunities within Trimble that may be of interest to you.

### **III. Sharing and international transfer of Personal Information**

Trimble may transfer and disclose Personal Information to third parties for storage and processing for the purposes described above in relation to establishing, managing or terminating your employee relationship.

Trimble is part of a multinational group of companies and utilizes service providers in jurisdictions inside and outside of Canada. Accordingly, your personal information may be disclosed to managers, employees or service providers inside or outside of your jurisdiction of residence or employment in connection with the purposes outlined above, and will therefore be subject to access by foreign governments, courts, law enforcement or regulatory agencies under the laws and regulatory requirements of those jurisdictions.

Without limiting the foregoing, subject to our compliance with applicable law and our standard of requiring confidentiality obligations and/or appropriate security safeguards, we and our affiliates may share your Personal Information with the following categories of recipients:

**Other employees:** We and our affiliates may share Personal Information with other employees of Trimble and its affiliates in connection with our day-to-day business activities as described in this Notice.

**Corporate affiliates:** We and our affiliates may share your Personal Information with our corporate affiliates and subsidiaries, and their successors and assigns, to pursue legitimate interests in connection with the following purposes: to facilitate internal communication and task management with our affiliates; enterprise-wide HR planning and administration (including staffing, succession planning, forecasting and budgeting, investment decisions, training and performance management, in connection with Trimble's corporate structure etc.); and to be able to fulfil the employment relationship within our global structure (i.e., to facilitate global cooperation and employee transfers within Trimble affiliates). Certain of our affiliates may act as a data controller for some of these purposes (typically this would include any Trimble affiliate that makes its own decisions concerning some of the purposes above (e.g., employee transfers)).

**Potential purchasers:** We and our affiliates may share your Personal Information with a potential buyer and its agents in connection with a proposed merger, acquisition, sale of all or a portion of our assets, or other business combination, or upon effectuation of the same.

**Third parties under contract with us (within and outside of our corporate family):** As part of normal operations, we and our affiliates contract with third party service providers (i.e., business partners, legal counsel, customers, payroll administrators, talent management providers, benefit and equity administrators, Human Resources Information System (HRIS) providers, IT systems and support providers), or contract with other affiliates, to carry out certain global HR management activities (i.e., global directory, global benefits, global recruitment and cross-charging for salary and other compensation expenses among Trimble affiliates benefiting from contributions by Trimble employees) or IT related tasks (i.e., for maintenance of secure global systems and networks).

**Other third parties:** We and our affiliates may share your Personal Information with government agencies and regulators (e.g., tax authorities), social insurance carriers, courts, and government authorities, all in accordance with applicable law and to external advisors acting as controllers (e.g., lawyers, accountants, auditors etc.).

**Other parties with your consent:** We and our affiliates may share your Personal Information with others where you consent to such sharing as required by applicable law.

**Other parties without your consent:** We may disclose your Personal Information without your consent if authorized or required by law.

### **IV. Data retention and data deletion/destruction**

If you are hired or engaged by us, your Personal Information will be stored only to the extent necessary during your employment, during a transition period (e.g., for the provision of ongoing pensions and other benefits, or for compliance with data retention obligations under applicable law), or for purposes of documenting proper termination of employment (e.g., vis-à-vis tax authorities, etc.) and thereafter for as long as required or permitted by applicable law in accordance with applicable Trimble rules and our data retention policies and practices. Afterwards, we will remove your Personal Information from our systems and records and/or take steps to properly anonymize it (i.e. de-identify) so that you can no longer be identified from it, or delete it altogether. Notwithstanding the foregoing, if a judicial or disciplinary action is initiated, the Personal Information may be stored until the end of such action, including any potential periods for appeal, and will then be deleted or archived as required or permitted by applicable law and in accordance with our data retention policies and practices.

If you are not hired or engaged by us, your Personal Information will be stored for up to 3 years. During this period, we may contact you regarding other potential employment or engagement opportunities for which we believe you may be a good fit. You may have the right to request deletion of such Personal Information as set forth below.

### V. Limits on collection, use, disclosure and retention of Personal Information

Trimble will limit the amount and type of Personal Information collected to information that it believes is reasonable and necessary to establish, manage or terminate your employment or application for employment. Trimble will not use or disclose Personal Information for purposes other than those set out above, except with your consent or as authorized or required by law.

Trimble employees have only restricted access to other employee information, depending on their duties and what information they require to fulfill those duties. Trimble does not sell your personal information. Trimble will securely destroy or make anonymous personal information as soon as reasonably possible after the original purpose is no longer served by retaining the information, unless retained for legal or other valid business reasons, or unless Personal Information has been used to make a decision about you (in which case Trimble will retain the information long enough after the decision to reasonably allow you to access the information (for at least one year, or as otherwise required by local law) and to exhaust any access request or challenge that you have the right to bring).

Trimble will take due care when destroying Personal Information to prevent unauthorized access to the information.

### VI. Accuracy

Trimble will make reasonable efforts to ensure that your Personal Information is accurate, complete and up-to-date for the purposes for which it is to be used, including information disclosed to third parties or used to make a decision about you. In most cases, we will rely on you to ensure that information is correct, accurate and complete.

### VII. Security

Trimble secures Personal Information in its custody or control by making necessary and reasonable arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks. Trimble will take reasonable steps to ensure that suppliers, agents, and affiliates who assist in providing services to you or to Trimble protect your personal information.

### VII. Your rights

In accordance with and to the extent required by data privacy laws, rules and regulations applicable to you, you may have the following rights:

1. **Right of access:** You may have the right to obtain from us confirmation as to what Personal Information we have about you, and, where that is the case, to request access to and/or a copy of such Personal Information. Generally, the access information we may provide in accordance with applicable law may include the purposes of the processing, the categories of Personal Information concerned, and the recipients or categories of recipients to whom the Personal Information have been or will be disclosed. Subject to applicable law, we may charge a reasonable fee for copies, based on administrative costs.

In some situations, Trimble may not be able to provide access to certain Personal Information (for example, if disclosure would reveal Personal Information about another individual, the Personal Information is protected by solicitor/client privilege, or the information collected is for the purposes of an investigation). Trimble may also be prevented by law from providing access to certain Personal Information. Where we refuse an access request, we will notify you in writing, explain the reasons for refusal and outline further steps that are available to you.

2. **Right to correct:** You may have the right to request that we correct any incorrect material Personal Information. Depending on the purposes of the processing, you may have the right to request that we complete any incomplete Personal Information, including by means of providing a supplementary statement. Please note that this does not extend to correction of other data, such as subjective opinions expressed in

an evaluation. You may have certain rights of correction through your user account in our HR information systems.

3. **Right to delete:** This right generally does not apply to employees under applicable laws, but if required by applicable law, you may have the right to ask us to delete your Personal Information. Please note that generally employment related data is exempt from this request as we are required to retain it for our business and legal purposes.
4. **Right to restrict sharing:** You may have the right to request that we restrict certain types of use of your Personal Information such as no marketing of third party goods and services.
5. **Right to request a transfer:** You may have the right to receive your Personal Information which you have provided to us in a structured, commonly used and machine-readable format or to request that we transmit such Personal Information to the person you indicate.
6. **Right to object:** You may have the right to object, on grounds relating to your particular situation, at any time to the processing of your Personal Information. If you have such a right to object and you exercise this right, your Personal Information will no longer be processed for such purposes by us. Exercising this right will not incur any cost. Such a right to object may not exist, in particular, if the processing of your Personal Information is necessary to take steps prior to entering into a contract or to perform a contract already concluded.
7. **Right to withdraw consent:** To the extent permitted by applicable law, you have the right to withdraw your consent with respect to the collection, use and disclosure of your Personal Information at any time. Your withdrawal may affect Trimble's ability to manage various ongoing aspects of its employment relationship with you. Certain collections, uses and disclosures may be a condition of your continued employment with Trimble or of your continued ability to qualify for certain benefits offered by Trimble from time to time.

Please note that these rights might be limited under applicable data protection laws, including our obligation to ensure that your request is valid and that it is from you or your authorized agent. As your employer, Trimble is your point of contact for exercising these rights.

### IX. How to Contact Us

Please refer any questions regarding this notice to your People eXperience Business Partner or Trimble's Privacy Officer, or by contacting the People eXperience Help Desk at [AskPX@px.trimble.com](mailto:AskPX@px.trimble.com). Depending on applicable laws, you also have the right to file a complaint with a governmental authority.

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