

Toyota North American Women's Conference
Team Member Personal Information Notice
As of 12/19/22

1. Introduction

Toyota Motor Corporation and its affiliated entities (together "**Toyota**") value the trust of their Team Members and are committed to protecting the Personal Information (as defined below) of Team Members.

Toyota North American Women's Conference (the "**NAWC**") takes place in the United States; however, attendees come from many different countries. Some of these countries have laws related to the collection, use, transfer and disclosure of the Personal Information of individuals, including our Team Members. We take these obligations very seriously, and we are committed to protecting the privacy of our Team Members. The purpose of this Team Member Personal Information Notice (the "**Notice**") is to give you information regarding the Personal Information the NAWC collects when you register to attend the NAWC, and how we use and disclose such information.

2. Information We Collect

In the course of planning for the NAWC, we may have collected or will collect information that can be used to identify you as an individual ("**Personal Information**"). The categories of Personal Information we may collect are described below.

- **Personal Details and Images:** Name, employee identification number, work and home contact details (email, phone numbers, physical address) language(s) spoken, gender, disability status, emergency contact information, and photographs.
- **Documentation Required under Immigration Laws:** Citizenship, passport data, or work permit.
- **Position:** Description of current position, job title, corporate status, management category, job code, job function(s) and subfunction(s), company name and code (legal employer entity), branch/unit/department, location, employment status and type, full-time/part-time, length of service, and reporting manager(s) information.
- **Talent Management Information:** Details contained in letters of application and resume/CV (previous employment background, education history, professional qualifications, language and other relevant skills, certification, certification expiration dates), development programs planned and attended, e-learning programs, and information used to populate Team Member biographies.

- System and Application Access Data: Information required to access company systems and applications such as System ID, LAN ID, email account, instant messaging account, mainframe ID, previous Team Member ID, previous manager Team Member ID, system passwords, status reason, branch state, country code, previous company details, previous location details, and previous department details, and electronic content produced using Toyota systems.
- **Sensitive Information:** We may also collect certain types of sensitive information only when permitted by local law. We collect this information for specific purposes, such as health/medical information to accommodate a disability; and diversity-related Personal Information (such as gender, race or ethnicity) in order to comply with legal obligations and internal policies relating to diversity and anti-discrimination. Please be assured that, as explained in the following section, we will only use such sensitive information for the following purposes and as provided by law.

With the exception of certain information that is required by law or important to the performance of our business, your decision to attend the NAWC and to provide Personal Information to the NAWC is voluntary.

3. Purposes for Using Personal Information

We may use the Personal Information we collect for a variety of business purposes such as to:

- Enable you to participate in the NAWC;
- Plan for, organize, and administer the NAWC;
- Verify your identity;
- Communicate with you in connection with the NAWC; and
- For purposes disclosed at the time you provided your Personal Information or otherwise with your consent.

We may also use the Personal Information for other internal purposes, including (a) to ensure that our networks and information are secure; (b) to administer and generally conduct the NAWC; (c) to prevent or address fraud, security, or other technical issues; (d) to enforce our policies; or (e) as otherwise required to comply with law or other legal obligation.

The NAWC will not use Personal Information for any other purpose incompatible with the purposes described in this Notice, unless it is required or authorized by law, authorized by you, or is in your own vital interest (e.g., in the case of a medical emergency).

4. How We Disclose Information

We may also disclose your Personal Information as disclosed at the time you provide your information, as set forth in this Notice and in the following circumstances:

Within Toyota: The NAWC may disclose Personal Information to personnel and departments throughout Toyota on a need-to-know basis to fulfill the purposes described in this Notice.

Access to Personal Information within Toyota will be limited to those who have a need to know the information for the purposes described in this Notice, and may include your managers and their designees, personnel in HR, Safety & Security, Information Systems, Compliance, Legal, and Accounting & Finance.

NAWC Attendees: All NAWC attendees will generally have access to your business contact information, such as name, position, telephone number, postal address and email address.

Unaffiliated Third Parties: From time to time, the NAWC may need to make Personal Information available to other unaffiliated third parties. Some of the unaffiliated third parties will be located outside of your home jurisdiction, including in the United States of America. Third party service providers and professional advisors are expected to protect the confidentiality and security of Personal Information, and only use Personal Information for the provision of services to the Company and its affiliates, and in compliance with applicable law. The categories of unaffiliated third parties to whom Toyota may disclose Personal Information are:

- NAWC Service Providers, such as third parties that perform functions on our behalf or help us administer the NAWC.
- NAWC Facilities Providers.
- Public and Governmental Authorities, such as to comply with a legal obligation, when we believe in good faith that the law or a governmental authority requires it, to respond to an emergency, or otherwise to protect our rights or property or security of attendees to NAWC or other third parties.

5. Your Privacy Rights, Choice and Access

For more information about your privacy rights and/or to review the applicable Toyota employee privacy notice, please contact your Human Resources representative or the Office of Privacy at Office.of.Privacy@toyota.com or 855-226-4048.

6. Security

The NAWC will take appropriate measures to protect Personal Information that are consistent with applicable privacy and data security laws and regulations, including requiring service providers to use appropriate measures to protect the confidentiality and security of Personal Information.

7. Data Integrity and Retention

The NAWC will take reasonable steps to ensure that the Personal Information processed is reliable for its intended use, and is accurate and complete for carrying out the purposes described in this Notice. The NAWC will retain Personal Information for the period necessary to fulfill the purposes outlined in this Notice unless a longer retention period is required or permitted by law.

8. Team Member's Obligations

You agree to keep your Personal Information up to date and inform NAWC of any significant changes to your Personal Information. You further agree to follow applicable law and Toyota's policies, standards and procedures that are brought to your attention when handling any Personal Information to which you have access before, during or after the NAWC. You will not access or use any Personal Information for any purpose other than what is necessary for your participation in the NAWC. You understand that these obligations continue to exist after the NAWC and after termination of your employment with Toyota.

9. Information on Transfers and Joint Use for Team Members in the European Economic Area (EEA)

If you are located in the EEA, we may transfer your Personal Information to countries located outside of the EEA. Some of these countries are recognized by the European Commission as providing an adequate level of protection according to EEA standards. With regard to transfers from the EEA to other countries, we have put in place adequate measures, such as standard contractual clauses adopted by the European Commission, to protect your information. Team Members in the EEA may obtain a copy of these measures by contacting their Human Resources representative.

You have the right at all times to lodge a complaint with a supervisory authority in your country or region. In addition, you may contact your Human Resources representative, the Office of Privacy (Office.of.Privacy@toyota.com) or make contact via the web at www.toyota.ethicspoint.com.

10. Questions

If you have any questions about this Notice, please contact Office.of.Privacy@toyota.com.