

## **PNC HUMAN RESOURCES PRIVACY NOTICE**

The PNC Financial Services Group, Inc. (“PNC”) family of companies is committed to treating and using personal information about you responsibly. The PNC Human Resources Privacy Notice is applicable to current or former PNC employees, individuals seeking employment with PNC within the United States and individuals seeking contract assignments, currently contracted, or formerly contracted with PNC.

The PNC Human Resources Privacy Notice explains what personal information Human Resources collects, why we collect it, how we protect it, and how and why in certain cases we may share it among PNC companies or with select other parties.

In this Privacy Notice, we will refer to information you provide as “personal information.” The term “processing” throughout this document means collecting, handling, storing and protecting your personal information. The term “Human Resources Information System” refers to the PNC Human Resources Technology System.

### **Who does this Privacy Notice apply to?**

This Privacy Notice applies to current or former PNC employees, individuals seeking employment with PNC and individuals seeking contract assignments, currently contracted, or formerly contracted with PNC.

Unless otherwise stated at the time of collection, personal information will be processed in accordance with this Privacy Notice and with the national, state and local laws of the country where that PNC entity is located.

### **What does it cover?**

This Privacy Notice also contains information about when we may share personal information you provide with other PNC entities related by common ownership and control (PNC Entities) and other third parties (for example, our service providers). As used in this Privacy Notice, the PNC Entities may include:

- PNC Bank, National Association
- PNC Investments, LLC
- PNC Capital Advisors, LLC
- PNC Capital Markets, LLC
- Harris Williams, LLC
- PNC Delaware Trust Company
- PNC Ohio Trust Company
- PNC Global Transfers, Inc
- Solebury
- numo

### **What information do we collect?**

PNC collects or obtains personal information that identifies or is identifiable of an individual seeking employment, currently employed or formerly employed, and individuals seeking contract assignments, currently contracted or formerly contracted.

The personal information that we may collect or obtain about you:

- **Identifiers:** such as real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol (IP) address, email address, account name, Social Security number, driver's license number, passport number or other similar identifiers
- **Records:** such as paper and electronic customer records containing personal information, such as name, signature, Social Security number, government-issued identification numbers, such as national ID for payroll purposes, physical characteristics or description, etc.
- **Protected classifications under California or federal law:** such as age, race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, etc.
- **Commercial information:** such as records of personal property, products or services purchased, obtained or considered, or other purchasing or consuming histories or tendencies
- **Biometric information:** such as genetic, biological characteristics, etc. such as fingerprints
- **Internet or other electronic network activity information:** such as browsing history, search history, website interaction, etc.
- **Geolocation data:** such as physical location or movements
- **Sensory data:** such as audio, electronic, visual, thermal, olfactory or similar information
- **Employment information such as:**
  - Current or past job history or performance evaluations
  - Education history (the schools you have attended and the degrees you have attained)
  - Information for your personnel file (for example, offer letter, repayment agreements, performance evaluations and plans, transfer/promotion documentation, termination notifications, etc.)
  - Immigration, right-to-work and residence status
  - Recruitment-related data (for example, objectives, ratings, comments, feedback results, work equipment, skills and competencies and other work-related qualifications)
  - Pre-employment assessment results
  - Background screening information (for example, employment references, criminal record and credit checks)
  - Wage, benefit and health information
  - Bank direct deposit information
  - Mandatory policy acknowledgements
  - Beneficiary and emergency contact information
  - Written or video-recorded responses to questions or prompts, photographs and videos used for training and security purposes
- **Profiles or inferences:** such as profiles reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities and aptitudes
- **Demographic information** that has been provided through the self-identification process including, race, gender, LGBTQ+, veteran and disability status
- **Pandemic and Crisis Information:** such as information about your health status and other relevant health screening information pertinent to necessary safety precautions during a pandemic or other crisis-related situation
- **Protected Health Information:** Please review the HR HIPAA Privacy Notice for information regarding how and why PNC collects Personal Health Information.

Please note: The above list is intended to be a broad description of types of personal information we may collect, and the list is not meant to be all inclusive. We may not collect all information described above.

PNC will collect personal information directly from you. As such, if you are providing personal information about

an individual other than yourself (such as a candidate referral through the Human Resources Information System or beneficiaries/family members), you must obtain the consent of the individual before submitting any of their personal information.

PNC utilizes the services of third parties to provide employee services. Third parties may receive personal information contractually agreed upon to complete the services on behalf of PNC. PNC takes reasonable steps to ensure that third parties protect personal information.

### **How do we use information about you?**

We may use or disclose the personal information we collect for one or more of the following business purposes:

- To fulfill the employment and/or work relationship with you, including for the purposes of operating payroll and administering employment benefits or maintaining an employee directory
- To meet the purposes of business process execution and internal management, travel and expense management, business reporting, systems reporting and access, analyses, performance review purposes, training, administering compensation programs, disciplinary purposes and other business purposes related to the management of PNC's workforce, for facilities and information technology systems and infrastructure management, safeguarding the security of our infrastructure, premises, assets, workforce our customers, and office equipment, including the prevention of criminal activity
- To respond to law enforcement requests and as required by applicable law, court order or governmental regulations
- As described to you when collecting your personal information or as otherwise set forth under applicable regulations

We will not collect additional categories of personal information or use the personal information we collected for materially different, unrelated or incompatible purposes without providing you notice.

### **Why do we collect information about you?**

To the extent that we process any sensitive personal information provided by you for any of the purposes outlined above, we will do so because:

- in certain instances, you have given us your explicit consent to process the information;
- the processing is necessary to carry out our obligations under applicable laws; or
- the processing is necessary for the establishment, exercise or defense of legal claims.

### **How long will PNC keep your information?**

We retain personal information as long as necessary for the fulfillment of the purposes identified above in the "How do we use information about you?" section or as otherwise necessary to comply with applicable laws.

Where personal information is no longer necessary or relevant for our identified purposes, we will securely dispose of the personal information.

You may contact the **PNC Privacy Office** (by emailing [privacy@pnc.com](mailto:privacy@pnc.com)) with any questions or concerns related to this notice. You may also contact PNC's **Employee Relations Information Center (ERIC)** if you wish to make a

complaint relating to your personal information or privacy by calling 877-968-7762, option 3, or emailing [ERIC@pnc.com](mailto:ERIC@pnc.com).

#### **Location-Specific Privacy Policy Information**

[California Consumer Privacy Act Notice for California Applicants and Employees](#)

[Canada Privacy](#)

[GDPR Notice](#)

[HR Notice of Medical Privacy Practices \(HIPAA\)](#)