

# California Consumer Privacy Act (CCPA) Applicant Notice

This California Consumer Privacy Act is provided by Kinder Morgan, Inc. (the “**Company**”) for Applicants Residing in California to inform you about:

1. the categories of Personal Information that the Company collects about applicants who reside in California; and
2. the purposes for which the Company uses that Personal Information.

## **Definition:**

“**Personal Information**” means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a natural person that the Company collects information about, who resides in California, and is an applicant for a position with the Company.

## **Assistance For Applicants with a Disability**

Upon request, alternative formats of this Notice are available to individuals with a disability. Please contact [HRCompliance@kindermorgan.com](mailto:HRCompliance@kindermorgan.com) to request assistance.

## **Information We Collect and the Purpose for Collection**

<b>Categories of Personal Data</b>	<b>Examples of Information Collected</b>	<b>Purpose for Collection</b>
Identifiers and Professional or Employment Related Information	<p><u>Identifiers:</u> An actual name, nickname or alias, postal address, birth date, telephone number, e-mail address, Social Security number, signature, online identifier, Internet Protocol address, driver’s license or state identification card number, and passport number</p> <p><u>Professional or Employment-Related Information:</u> Evaluations, membership in professional organizations, professional certifications, and employment history.</p>	<p><u>Recruiting:</u></p> <ul style="list-style-type: none"> <li>• To evaluate applicants’ qualifications for employment with the Company</li> <li>• To communicate with applicants</li> <li>• For diversity and inclusion purposes</li> <li>• To arrange and manage Company-sponsored events</li> <li>• To create a talent pool for future job openings</li> <li>• For recordkeeping purposes</li> <li>• To demonstrate applicants’ agreement, or acceptance of documents presented to them, e.g., pre-employment agreement, acknowledgement of employment application and offer letter</li> <li>• To evaluate and improve the recruiting process</li> </ul> <p><u>Monitoring, Security, and Compliance:</u></p> <ul style="list-style-type: none"> <li>• To monitor use of Company information systems and other electronic resources</li> <li>• To conduct internal audits and investigations</li> <li>• To protect the safety and security of Company facilities and personnel</li> </ul>

<b>Categories of Personal Data</b>	<b>Examples of Information Collected</b>	<b>Purpose for Collection</b>
Identifiers and Professional or Work Related Information (cont'd)		<ul style="list-style-type: none"> <li>• To administer the Company's Ethics Point hotline</li> <li>• To report suspected criminal conduct to law enforcement and cooperate in investigations</li> </ul>
Personal Information Categories from Cal.Civ.Code §1798.80(e)	Photograph and Physical Description	<ul style="list-style-type: none"> <li>• For security or other identification purposes</li> </ul>
Characteristics of Protected Classifications Under California or Federal Law	<ul style="list-style-type: none"> <li>• Sex</li> <li>• Race</li> <li>• National Origin</li> <li>• Veteran Status</li> <li>• Age</li> <li>• Disability</li> </ul>	<ul style="list-style-type: none"> <li>• To comply with legal obligations including the reporting requirements of the Equal Employment Opportunity Act, the Office of Federal Contract Compliance Programs and California's Fair Employment and Housing Act.</li> <li>• For diversity analytics</li> <li>• To comply with federal and California law related to accommodations</li> </ul>
Commercial Information	<ul style="list-style-type: none"> <li>• Records of products or services purchased or obtained</li> </ul>	<ul style="list-style-type: none"> <li>• Reimbursement of travel expenses</li> </ul>
Internet or Other Similar Network Activity	<ul style="list-style-type: none"> <li>• Browsing and search history</li> <li>• Log in/out</li> <li>• Activity on Company electronic equipment</li> <li>• Interaction with an internet website, application</li> <li>• Publicly available social media activity</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor use of Company information systems and other electronic resources or information systems</li> <li>• To conduct internal audits and investigations</li> <li>• To protect the safety and security of Company facilities and personnel</li> </ul>
Sensory or Surveillance Data	Footage from video surveillance cameras	<ul style="list-style-type: none"> <li>• To protect the safety and security of Company facilities and personnel</li> <li>• To evaluate an applicant's suitability for employment</li> <li>• To monitor compliance with Company policies</li> <li>• To provide training</li> </ul>
Non-Public Education Information	<ul style="list-style-type: none"> <li>• Academic transcripts</li> <li>• Educational discipline records</li> <li>• Academic counseling records</li> </ul>	<ul style="list-style-type: none"> <li>• To evaluate applicants' qualifications for employment with the Company</li> <li>• To conduct a pre-employment background check</li> </ul>

Categories of Personal Data	Examples of Information Collected	Purpose for Collection
Preferences	<ul style="list-style-type: none"> <li>• Desired working hours</li> <li>• Work space preferences</li> <li>• Preferred meals, seating and other travel related details</li> </ul>	<ul style="list-style-type: none"> <li>• To evaluate the application for employment</li> <li>• For travel and event planning</li> </ul>

**Other Purposes for Collecting Personal Information from any Category Listed Above including but not limited to:**

Legal Reasons	<ul style="list-style-type: none"> <li>• To manage litigation involving the Company, and other legal disputes and inquiries</li> <li>• To meet legal and regulatory requirements</li> </ul>
Information Technology Operations	<ul style="list-style-type: none"> <li>• To manage information technology and communications systems</li> </ul>
Administrative Functions	<ul style="list-style-type: none"> <li>• To manage and operate risk management and insurance functions</li> <li>• Budgeting, financial management and reporting</li> <li>• Strategic planning</li> </ul>
Corporate Transactions	<ul style="list-style-type: none"> <li>• To manage corporate transactions, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of the Company or any of its subsidiaries or affiliates</li> </ul>

**Requests Under the CCPA**

A California resident has the right to request that the Company:

1. Disclose the following information to you covering the 12 month period prior to your request.
  - a. The categories of personal data we collected about you and the categories of sources which we collected the personal data;
  - b. The business or commercial purpose for collecting personal data about you;
  - c. The categories of third parties to whom we disclosed personal data about you, and the categories of personal data disclosed;
  - d. The specific pieces of personal data we collected about you; and
2. Delete personal data we collected from you.

Businesses may not discriminate against a California resident for exercising their rights under the CCPA.

**How to Make Requests**

California residents can make an access or deletion request by contacting [HRCompliance@kindermorgan.com](mailto:HRCompliance@kindermorgan.com).