

EMPLOYEE DATA, PRIVACY, AND SECURITY

The privacy and security of your personal data is important. Phillips will comply with applicable privacy laws to ensure proper collection, storage, processing, transferring, and access of your personal data to maintain security and confidentiality.

Phillips collects personal data from you for identification purposes, communication, compliance with government regulations, and to provide pay and benefits. Such data may include your name, user IDs, phone numbers, email address, mailing addresses, banking information, government identification numbers (i.e., Social Security Numbers, tax IDs, driver's license, etc.), date of birth, gender, race, ethnicity, health and disability data, family-related data (i.e., marital status, personal and health-related data on family members, etc.), and any other necessary data.

Phillips will take all reasonable precautions to protect such information.

Phillips business practice is to only disclose your personal data to third parties when required by governmental regulations, mandated by court of law, authorized in writing by you, or when it is required to enable service providers to perform functions on Phillips' behalf such as payroll and benefits administration.

Phillips respects your privacy. The extensive protections that apply specifically to health plan information are described in the "Phillips Notice of Privacy Practices" and other protections are in place for administration of Phillips' benefit plans. Beyond the plans, Phillips will not release any employee information to outside parties without written consent of the employee, unless otherwise required by law to do so. All requests for employee information should be directed to the Human Resources department.

You are required to keep your personal data records updated and accurate. Please notify the Human Resources Department, or update ADP, as soon as possible if there are any changes in the following:

- legal name
- emergency contact and phone number
- home address
- number of dependents
- primary telephone number
- beneficiary to your group life insurance
- marital status
- change in your major medical coverage
- correction to your social security number

Upon separation from Phillips, your personal data shall be retained and destroyed in compliance with applicable laws and regulations.