



Oak Harbor Freight Lines, Inc.

Corporate Office
PO Box 1469 Auburn, WA 98071
1339 W. Valley Hwy N. Auburn, WA 98001
(800) 858-8815 Fax (253) 288-1064
"Bringing Peace of Mind Since 1916"

Notice of Collection – California Privacy Rights Act

This Notice explains the categories of personal information collected by Oak Harbor Freight Lines ("Oak Harbor"), the purpose of use for each category, whom personal information is shared with, the length of time Oak Harbor will retain personal information, and your rights with respect to personal information.

Oak Harbor collects the following personal information for the reasons listed below. Oak Harbor does not sell personal information but shares personal information with the people or companies listed below. This list also includes the length of time Oak Harbor will retain this information:

a. Social Security Number. Oak Harbor collects this information to comply with federal and state tax, immigration, and other laws. Oak Harbor shares this information with federal and state tax authorities, with its payroll and timekeeping and retirement account vendors, and with background check companies. Oak Harbor retains this information while an employee is working for Oak Harbor and for 7 years thereafter. For applicants who do not ultimately work for Oak Harbor, Oak Harbor retains this information for 7 years.

b. Driver's License. Oak Harbor collects this information to comply with federal and state commercial vehicle driving laws. Oak Harbor shares this information with federal and state transportation authorities. Oak Harbor retains this information while an employee is working for Oak Harbor and for 7 years thereafter. For applicants who do not ultimately work for Oak Harbor, Oak Harbor retains this information for 7 years.

c. Home Address. Oak Harbor collects this information to communicate effectively with employees, and to comply with federal and state tax and other laws. It shares this information with background check companies and with retirement account vendors. Oak Harbor retains this information while an employee is working for Oak Harbor and for 7 years thereafter. For applicants who do not ultimately work for Oak Harbor, Oak Harbor retains this information for 7 years.

d. Email Address. Oak Harbor collects this information so it can communicate effectively with its employees. Oak Harbor shares this information with its payroll processing company and with background check companies. Oak Harbor retains this information while an employee is working for Oak Harbor and for 7 years thereafter. For applicants who do not ultimately work for Oak Harbor, Oak Harbor retains this information for 7 years.

e. Bank Account Information. Oak Harbor collects this information to pay its employees by direct deposit. Oak Harbor shares this information with its payroll processing company. Oak Harbor retains this information while an employee is working for Oak Harbor and for 7 years thereafter.

f. Geolocation Data. Oak Harbor collects this information while its drivers are driving its trucks, to comply with federal and state hours of service and other laws, and to make sure its drivers are following the law and company policies. Oak Harbor shares this information with federal and state transportation authorities. Oak Harbor retains this information for 1 year.

g. Education and Work History. Oak Harbor collects this information to determine whether a prospective employee would be a good fit for Oak Harbor. Oak Harbor shares this information with background check companies. Oak Harbor retains this information while an employee is working for Oak



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h. Personal Health Information. Oak Harbor collects information about certain employees' and their dependents' health information to comply with fitness-for-duty laws, to comply with federal and state medical or family or disability laws, or to provide health insurance and other benefits to employees. Oak Harbor shares that information with federal and state authorities when required, with our benefits company, and with attorneys, auditors, and others if claims or lawsuits are involved or contemplated. Oak Harbor retains this information while an employee is working for Oak Harbor and for 7 years thereafter. For applicants who do not ultimately work for Oak Harbor, Oak Harbor retains this information for 7 years.

i. Race and Gender Information. Oak Harbor collects information about race and gender to comply with Equal Employment Opportunity laws. Oak Harbor shares that information with federal and state authorities when required by law. Oak Harbor retains this information while an employee is working at Oak Harbor and for 7 years thereafter.

You have the right to request that Oak Harbor delete any personal information about you. There are certain exceptions to this right, including when Oak Harbor must retain personal information to comply with a legal obligation. You have the right to request Oak Harbor correct inaccurate information. You have the right to request the personal information Oak Harbor has collected about you, and to request information about who it was shared with and why it was shared. You have the right not to be retaliated against for exercising any of those rights. To exercise them, please contact your supervisor or human resources at 800-858-8815 x20005.