

General Data Privacy Notice - Canada

Scope

This notice describes the processing of personal information of employees and contractors located in Canada by Imperial Oil Limited and the ExxonMobil companies in Canada (collectively referred to hereinafter as "the company.")

The complete Employee Personal Information Privacy guidelines that apply to employees based in Canada are available on HR and You.

Contractors should refer to the company's Privacy Statement on the Imperial Oil Internet site.

Personal information

The company collects and uses various personal information about employees and contractors, including all current and former employees, consultants, contractors, summer term employees and finite term employees, etc.

- **Personal information** means any information relating to an identified or identifiable individual who is a company employee or contractor and includes: contact details; demographic data; employee career history data; dependent data; time recording data; financial data; health related data; and IT related data.

Uses

- The company uses personal information about employees and contractors for the following main purposes: audit; asset management; benefits administration; business continuity planning; career development and resource management; company policy compliance verification; company travel management; contractor administration; event and conference management; informal networking; information and system integrity; legal compliance programs; meeting legal and regulatory obligations; occupational health; personnel administration; physical security; public affairs and profile raising; safety and incident management; security and identity verification; service improvement; service request management; training administration; work organization, planning and stewardship.
- The company may share personal information among our affiliates worldwide. Personal information receives the appropriate level of data privacy protection at all company locations within Canada and ExxonMobil locations around the world.
- The company may also share personal information with service providers that are retained to perform services on the company's behalf. The company requires them contractually to comply with applicable data privacy laws.

Your Choices

Where applicable, employees in Canada:

- have the right to request access to their personal information, and
- can request that inaccurate or incomplete personal information be corrected, amended or deleted.

Additional Information

Questions about this notice or about the company's handling of your personal information may be forwarded to: your immediate manager/supervisor, your HR advisor, or the Data Privacy Office.