



## APPLICANT PRIVACY NOTICE (US Version)

The purpose of this Privacy Notice (“**Notice**”) is to inform individuals who inquire about and/or apply for employment with Gentex Corporation (“**Company**” or “**we**” or “**us**”) of the categories of Personal Information (defined below) that we may receive and the purposes for which we may use such Personal Information. This notice is intended to comply with all applicable laws, such as the California Consumer Privacy Act (CCPA), as amended by the California Privacy Rights Act (CPRA). If any provision below conflicts with a legal requirement, then the Company will comply with the applicable law.

### 1. Collection and Use of Applicant Personal Information

The Company receives, uses, and discloses Personal Information about job applicants for business purposes only and consistent with applicable laws. Where the Company discloses Personal Information to third parties, it does so for the same business purposes described below and, where appropriate, requires that such parties maintain its confidentiality and maintain appropriate systems and processes to ensure its security and protection.

We may receive and use the following categories of Personal Information about you when you inquire about and/or apply for employment with the Company:

Category of Personal Information	How we use it
<b>Contact information:</b> such as your name, home and work address, personal and work telephone numbers, personal and work email addresses.	We will use this information to open and maintain applicant records and communicate with you regarding your interest in a job opportunity with us, your application for employment, or updates on your candidacy.
<b>Job-related information and qualifications:</b> such as position applied for, work experience, education, awards, qualifications, certificates, licenses, financial relationships, and any other information you choose to provide in your resumes and/or applications.	We will use this information to assess your suitability for a position at the Company and to determine any actual or potential conflict of interest. <b>Additional Sources of Personal Information:</b> Third-party references, credit agencies, or entities verifying work authorization.

Category of Personal Information	How we use it
<p><b>National identification information:</b> such as your country of birth or the country where you are a registered national or citizen, and any visa or other right to work.</p>	<p>We will use this information to determine your eligibility to work, applicable benefits, financial draws/taxes, and fulfill our obligations to relevant government authorities.</p> <p><b>Additional Sources of Personal Information:</b> Third-party entities verifying work authorization.</p>
<p><b>Travel-related records:</b> such as frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel, or other similar information.</p>	<p>We will use this information to arrange or reimburse travel where you require travel to interview with us or in connection with your candidacy for employment, contact you during travel, as necessary with travel service providers, or in an emergency.</p>
<p><b>Results of background checks and screening:</b> such as education verification and criminal records and driver’s license checks.</p>	<p>We will use this to determine your suitability for certain job roles (to the extent permitted or required by law).</p> <p><b>Additional Sources of Personal Information:</b> Third-party entities that conduct and report on background checks and screening.</p>
<p><b>References:</b> such as opinions and comments of any previous employers.</p>	<p>We will use this to determine your suitability for certain job roles. References will only be contacted if you give us permission to do so.</p> <p><b>Additional Sources of Personal Information:</b> Third-party references.</p>
<p><b>Sensitive personal information,</b> insofar as necessary and legally permitted, such as Social Security, driver’s license, state identification, or passport number; your race and ethnicity.</p>	<p><b>Equal opportunities monitoring information:</b> We will use this information, such as your race, ethnicity, and gender, which you would provide only on a voluntary basis, to conduct equal opportunity and diversity monitoring where permitted or required by law.</p>

Category of Personal Information	How we use it
	<p><b>Additional Sources of Personal Information:</b> Third-party references, credit agencies, or entities verifying work authorization.</p>

**2. Additional Purposes for Using Personal Information**

In addition to the uses set forth above, the Company may use and disclose the categories of Personal Information identified:

- To comply with applicable legal and regulatory requests and obligations (including investigations).
- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of company policy or rules, or other misconduct.
- To seek advice from lawyers, auditors, and other professional advisers.

**3. California Privacy Rights**

If you are a California resident, California law provides you with the following rights with respect to your personal information:

- The right to know what personal information we have collected, used, or disclosed about you.
- The right to request that we delete any personal information we have collected about you.
- The right to correct inaccurate personal information about you.

**4. No Sale of Personal Information**

We do not sell your personal information or your sensitive personal information, nor do we share it with third parties for cross-context behavioral advertising.

**5. Sensitive Personal Information**

Your sensitive personal information will not be used for any additional purposes that are incompatible with the purposes listed above unless we provide you with notice of those additional purposes.

**6. Submitting Requests**

You may submit requests to delete and/or to know personal information we have collected about you by emailing [hr@gentexcorp.com](mailto:hr@gentexcorp.com) or calling 570-282-3550 (ask for the HR department).

We will respond to your request in compliance with the requirements of CCPA or other applicable law.

**7. Verification of Your Identity**

When you exercise these rights and submit a request to us, we or our partners will verify your identity by asking you to authenticate your identity via standard authentication procedures. For example, we may ask for your email address or home address. We also may use a third-party verification provider to verify your identity.

**8. Non-Discrimination**

If you make a request under the CCPA, we will not discriminate against you in any way. For example, we will not deny you discounts or other benefits or impose penalties on you, or provide you with or suggest that you will receive a different level or quality of benefits or services.

**9. Authorized Agents**

You may permit an authorized agent to submit a request to know or to delete your personal information. If we receive a request on your behalf, we will ask that person to give us proof that you gave that person written permission to make a request for you. If that person does not provide us with written proof, we will deny their request so that we can protect your personal information.

**10. Automated Decision-Making**

We generally do not use automated decision-making technology, as that term is defined by State Privacy Laws. If we make use of automated decision-making technology, you will be informed through a separate privacy notice.

**11. Record Retention**

We may retain your personal information for as long as necessary to fulfil the purpose for which it was collected or to comply with legal or regulatory requirements. We strive to retain your personal information no longer than is reasonably necessary to carry out the purposes listed in this Notice or as required by law. The criteria used to determine our retention periods include: (a) the length of time we have an ongoing relationship with our Customers and provide services, (b) whether there is a legal obligation to which we are subject, and (c)



whether retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation or regulatory investigations).

12. **Questions**

If you have any questions about this Notice, or to request this Notice in another format, please contact [legal@gentexcorp.com](mailto:legal@gentexcorp.com).