

CCPA Worker Notice

Category of Personal Information	Category Description	Purposes for which Category of Personal Information is Used by 3M
Personal and Business Contact Information	This category contains data elements that allow 3M to identify, address or contact an individual.	We collect contact information as needed to identify you, contact you, personalize communications with you, maintain employment records and otherwise do business with you. For example, we use your contact information to send you communications and maintain your employment file.
Government-Issued Identification Numbers	The category contains data elements from government-issued identification documents.	We collect government-issued identification numbers to help us identify and authenticate you, for government and regulatory reporting, ensure compliance with laws, regulations, court orders or other legal processes. We may need government-issued identification numbers to process employee payments, which includes applying the necessary taxes and deductions.
Biometric Identifiers	This category contains data elements pertaining to an individual's physiological, biological or behavioral characteristics, that can be used to establish individual identity.	We collect biometric information about you to help us identify and authenticate you. This data may also be used for clinical services and programs, medical surveillance, and travel health services used to protect workers and conduct medical assessments and care.
Other Unique Identifiers	This category contains data elements that 3M uses to identify an individual and link his or her records.	Employee ID is the global unique identifier used in HR systems and processes. User PIN (UPIN) is the IT/technical identifier used to identify accounts on 3M's information systems. We use both Employee ID and UPIN to link your activities and records across the enterprise.
Relationship Information	This category contains data elements that help 3M understand a customer, personalize our interactions with the customer, and develop the business relationship with the customer.	We collect information on employment candidates to comply with regulatory requirements. We collect education and experience information to assess candidate qualifications. 3M processes personal information from employee and non-employee relatives, such as emergency contact details, information required to evaluate potential conflicts of interest, information for tax purposes, or information to administer services to employees and their families (particularly when applicable law provides for the availability of such services). 3M may also collect data relating to ethnicity or disability status in order to track 3M's progress toward meeting global sustainability goals, to help ensure employee safety, or to meet applicable legal requirements.

Transaction Information	This category contains data elements generated in the course of an individual's transactions with 3M.	<p>We collect transaction information in order to manage the 3M employment record to ensure accuracy of data to support HR and corporate processes.</p> <p>We use transaction information for payroll management, management of expense accounts, and management of benefit or pension plans.</p> <p>Transaction information is also used to record employee goals, results and development information. We use transaction information to generate invoices for non-employee time sheets and expenses to 3M account payables and for 3M internal use to review non-employee billing charge details, including total amount, billing end date.</p> <p>We also use transaction information to run employee productivity reports, which includes employee names, supervisor names, hours worked. Transaction information is also used to provide benefits services, including pension, leave policies, disability programs, etc. for employees. Transaction information is needed to determine benefits eligibility, coverage, retirement programs, disability, 401k administration, pension.</p>
Online & Technical Information	This category contains data elements generated in the course of an individual's use of our websites, application and platforms.	We collect online and technical information to personalize your interactions with us (including, for example, recognizing you and your devices) and to administer and optimize our sites. We may also use this information for analytics purposes (including, for example, measuring your response to online content).
Audio/Visual Information and Olfactory Information	This category contains images, recording and similar data elements.	<p>3M-issued employee non-employee badges contain a photo ID as outlined in the Global Security Badge Standard.</p> <p>Additionally, workers have the option to upload a personal photo to be used in communication and directory systems, including Workday, Skype, Outlook, 3M Go.</p>
Financial Information	This category contains data elements collected in the course of payment processing.	We collect financial information to process payments for payroll and reimbursement purposes.

Health Information	This category contains data elements collected in the course of accommodating health and disability needs and/or providing healthcare, dental, and related services.	We collect Health Information as needed to process worker's compensation injury claims, provide disability management, and evaluate employee health.
Geolocation Data	This category contains data elements that allow precise location of the individual.	We collect geolocation data to customize your user experience on websites and devices, to track training certifications, manage devices, conduct safety and security monitoring, and other functions that may require location tracking.
Children's Data	This category contains data elements pertaining to children under the age of 16.	We collect children's data to administer your benefits, including health and life insurance. We may also collect children's data for emergency contact information related to your employee file.
Compliance Data	This category contains data elements that 3M maintains to comply with or to demonstrate compliance with law or company policies.	We collect compliance data as needed to comply with laws and company policies. For example, if you submit or are otherwise identified in a complaint, we collect information required to resolve the complaint and meet applicable regulatory or legal requirements.