



March 31, 2020

INTEL CORPORATION – COVID-19 CONTINGENT WORKER RESPONSE DATA PROCESSING PROTOCOL

In our ongoing efforts to keep your health and safety in mind, we are providing this Protocol to our suppliers and their contingent workers. If you are concerned that you may have become exposed to COVID-19 or another contagious illness, please follow the processes set out on [Supplier.Intel.com](https://www.supplier.intel.com) and reference the ongoing updates to our [Coronavirus Policy/FAQs](#).

As a contingent worker of Intel Corporation or one of its affiliates ("Intel"), you must comply with this Protocol. This Protocol contains confidential and proprietary information of Intel and shall not create any rights for anyone except Intel.

1. **Reporting Personal Information.** If you test positive for COVID-19 and you have been to an Intel site in the last 14 days or you are aware of another contingent worker who tests positive and has been to an Intel site within the last 14 days, please report it to your employer. Your employer will report it to Intel at [Supplier.Intel.com](https://www.supplier.intel.com) and the report is subject to [Intel's COVID-19 Contingent Worker Response Privacy Notice](#) or on request. Respect others' privacy. Report only information that is relevant for health and safety and only on a "need to know" basis.
2. **Processing Personal Information.** If you receive reports with personal information concerning COVID-19 or other health risks, use and share the information only as necessary to mitigate health risks and comply with the following DOs and DON'Ts:

DO:

- Report relevant information to your employer.
- Reinforce that your employer should communicate personal information only on Intel-approved systems (not on private messenger apps, social media, etc.), and remember that personal information relating to health is considered to be very sensitive confidential information.
- Treat health information securely and as highly sensitive.
- Delete personal information once it is no longer needed.
- Contact the Privacy Office at pt.post@intel.com if you have questions,

DON'T:

- Refer to persons diagnosed with COVID-19 by name, unless absolutely necessary to protect health and safety (e.g. for contract tracing purposes).

- Share personal information in the absence of a need to know.
- Communicate personal information pertaining to COVID-19 infections of colleagues on social media, private messenger apps or any using any other modes or systems of communication.

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