



**VALERO ENERGY INC.**

**Personal Information Destruction  
Policy**

# PERSONAL INFORMATION DESTRUCTION POLICY

## Overview

Privacy laws relating to the protection of personal information apply to the processing of records and files that contain Personal Information, as such term is defined in Valero Energy Inc.'s ("**Valero**") Privacy Policy (the "**Policy**"), whether such information is in paper form, digital form, or other form, including audio or visual forms. Such privacy laws govern the handling and processing of Personal Information as well as all related activities, such as the collection, use, disclosure, storage, destruction, and accessing of Personal Information (collectively, the "**process**" or "**processing**" of Personal Information).

## Policy Statement

As described in the Policy, Valero must process certain kinds of Personal Information about certain individuals to operate its business. This Personal Information Destruction Policy (the "**Destruction Policy**") is intended as a supplement to the Policy and aims to ensure that all Personal Information is processed appropriately throughout its life cycle, regardless of its format, whether it is recorded on paper, on a digital medium, or on any other medium. The lawful destruction of Personal Information by Valero is of paramount importance to ensure Valero's compliance with the applicable privacy laws.

This Destruction Policy is also intended to help Valero employees understand their obligations under the applicable laws and to establish uniform standards of conduct. All Valero employees who process Personal Information must ensure that they understand their responsibilities regarding compliance with this Destruction Policy.

## Applicable Principles and Valero's Responsibilities

Valero fully endorses and complies with the applicable principles relating to the protection of Personal Information which are set out in the applicable laws. As stated in the Policy, Personal Information may only be processed for specific, serious, express, and legitimate purposes and may not be subject to further processing that is not compliant with such purposes, without consent. Personal Information may not be kept for a period longer than what is required to fulfill its intended purpose and for which the consent of the person concerned has been obtained. Accordingly, once such purposes have been fully achieved, in accordance with Valero's Records Retention Schedule or any other applicable laws, which take precedence, the Personal Information must be destroyed. It is not sufficient to simply stop using the Personal Information or to archive it. Every Valero employee who processes Personal Information in the performance of their duties must ensure they comply with these obligations.

When Personal Information is disclosed to third parties in accordance with the Policy, Valero must ensure that such third parties have adequate procedures in place for the destruction of Personal Information.

## Additional Guidance

For further guidance, please contact the Responsible Person as identified in the Policy.