



Candidate Privacy Notice

Effective January 1, 2023

This Privacy Notice ("Notice") explains how Cavender's collects, uses, and shares your information when you apply for employment with Cavender's. For Cavender's general privacy practices, please see [Cavender's Privacy Notice](https://www.cavenders.com/privacy-policy-update01.01.2023.html) available at <https://www.cavenders.com/privacy-policy-update01.01.2023.html>

We may change this Notice at any time by posting a revised version on our website. Any changes will be immediately effective upon the posting of the updated Notice. Please regularly check this Notice for any such updates.

The Notice explains:

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1. The Information Cavender's Collects

Cavender's may collect certain information from and about you in order to evaluate and process your application. This information may include:

- *Information you give Cavender's:* This includes contact information (*i.e.* name, telephone number, physical address, email, username, password); previous work experience, education, skills, and other qualifications; professional and other work-related licenses, permits, and certifications; work authorization status; information relating to references; information from social media sites if you choose to link your application to a social media; and any other information you elect to provide to us. We may also ask you to provide certain information that we use to further our goal of maintaining a diverse workforce, or to comply with laws, such as information about your race, ethnicity, gender, veteran status, or whether you have a disability. As described in the application process, you are not required to provide this information.
- *Information Cavender's learns from your use:* We may collect certain information automatically using cookies if you apply on our website. For more information regarding our use of cookies and how you can select your preferences, please see the [Information We Collect](#) section of our Privacy Policy.
- *Information obtained from third parties:* We may obtain information about you from platforms used to collect application information, recruiters, references, and former employers. We may use background check services to collect additional information,



subject to consent, which we will request during the process of evaluating your application. If you submit an application through a third-party job posting services, please be advised that we do not control the privacy practices of these services. Please review their privacy policies carefully prior to providing application information.

2. How Cavender's Uses Information

We may use your information for any of the following purposes:

- *To conduct our hiring process:* To evaluate your qualifications for the job you applied for or future jobs that may match your profile, and to communicate with you regarding your job application or other inquiries and requests.
- *To evaluate the effectiveness of our hiring practices:* To support our efforts to create and maintain a diverse workforce or otherwise analyze our practices.
- *Comply with legal and regulatory obligations:* To comply with our regulatory requirements or in connection with inquiries from regulators, law enforcement agencies, or parties involved in litigation, in each case anywhere in the world.
- *As necessary to maintain the health, safety, and security of our workforce and the workplace,* and to safeguard Cavender's assets, interests, and legal rights.

3. How Cavender's Shares Information

Cavender's may share your information as follows:

- *With service providers* to perform functions on our behalf and help facilitate the recruitment process, such as auditing and accounting, professional services, IT, and background check services.
- *When required by law,* such as in response to or in compliance with court or regulatory agency orders, legal proceedings, or legal process; to exercise our legal rights; to defend against legal claims or demands; or to comply with the requirements of any applicable law.
- *To prevent harm* and as necessary to detect, investigate, prevent, or take action against illegal activities, fraud, or situations involving potential threats to the rights, property, or personal safety of any person.
- *As part of a business transaction* with another entity or its affiliates or service providers in connection with a contemplated or actual merger, acquisition, consolidation, change of control, or sale of all or a portion of our assets or if we undergo bankruptcy or liquidation.



4. Special Information for California Residents

If you are a California resident, you have the right under the California Consumer Privacy Act, as amended by the California Privacy Rights Act ("CCPA") to receive notice of the categories of personal information we collect, the purposes for which those categories of personal information will be used, and how we determine the length of time for which the personal information is maintained.

Retention

We retain information we process in connection with job applications for a reasonable period of time following completion of the evaluation process due to legal requirements and to allow us to analyze and improve our recruitment processes. If you receive and accept an offer of employment, we may retain your application materials as part of your employee records.

We utilize the following criteria to determine the length of time for which we retain job application information:

- The business purposes for which the information is used, and the length of time for which the information is required to achieve those purposes;
- Whether we are required to retain the information type in order to comply with legal obligations or contractual commitments, to defend against potential legal claims, or as otherwise necessary to investigate theft or other activities potentially in violation of Cavender's policies and procedures applicable to you or against the law, to ensure a secure online environment, or to protect health and safety;
- The privacy impact of ongoing retention on the consumer; and
- The manner in which information is maintained and flows through our systems, and how best to manage the lifecycle of information in light of the volume and complexity of the systems in our infrastructure.

All retention criteria are applied similarly to all categories listed below.

Collection, Use, and Sharing

The following chart describes our practices with regard to the collection, use, and sharing of personal information.

Category	Required Information
Identifiers	<p><i>Name, email address, telephone number, physical address</i></p> <p><u>Source:</u> Directly from you; from third parties <u>Purpose of collection and use:</u> All purposes listed in Section 2 <u>Categories of parties with whom information is sold:</u> None</p>



	<p><u>Categories of parties with whom information is shared:</u> Service providers</p>
<p>Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))</p>	<p><i>Name, signature, social security number, address, telephone number, passport number, driver's license or state identification card number, education, employment, employment history</i></p> <p><u>Source:</u> Directly from you; from third parties <u>Purpose of collection and use:</u> All purposes listed in Section 2 <u>Categories of parties with whom information is sold:</u> None <u>Categories of parties with whom information is shared:</u> Service providers</p>
<p>Protected classification characteristics under California or federal law</p>	<p><i>Age (40 years or older), national origin, ethnicity, gender, veteran or military status</i></p> <p><u>Source:</u> Directly from you <u>Purpose of collection and use:</u> All purposes listed in Section 2 <u>Categories of parties with whom information is sold:</u> None <u>Categories of parties with whom information is shared:</u> Service providers</p>
<p>Internet or other similar network activity</p>	<p><i>Device ID, browsing history, search history, and information regarding your interaction with an internet website, application, or advertisement</i></p> <p><u>Source:</u> Automatically collected when you visit our website <u>Purpose of collection and use:</u> All purposes listed in Section 2 <u>Categories of parties with whom information is sold:</u> Ad networks; Data analytics providers <u>Categories of parties with whom information is shared:</u> Service providers</p>
<p>Education information</p>	<p><i>Institutions attended, degrees obtained, and courses taken</i></p> <p><u>Source:</u> Directly from you <u>Purpose of collection and use:</u> All purposes listed in Section 2 <u>Categories of parties with whom information is sold:</u> None <u>Categories of parties with whom information is shared:</u> Service providers</p>
<p>Audio and visual information</p>	<p><i>Video taken by security cameras if you visit Cavender's offices</i></p> <p><u>Source:</u> Directly from you <u>Purpose of collection and use:</u> All purposes listed in Section 2 <u>Categories of parties with whom information is sold:</u> None <u>Categories of parties with whom information is shared:</u> Service providers</p>
<p>Inferences drawn from other information</p>	<p><i>Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes</i></p> <p><u>Source:</u> We do not actively create profiles of the preferences or interests of our job applications; however, certain of this information may be collected incidentally during the process of evaluating your application for employment <u>Purpose of collection and use:</u> All purposes listed in Section 2 <u>Categories of parties with whom information is sold:</u> None <u>Categories of parties with whom information is shared:</u> Service providers</p>



Sensitive personal information	<i>Social Security number, passport number, driver's license or state identification card number, other sensitive information you choose to provide, which may include race and ethnicity</i> <u>Source:</u> Directly from you <u>Purpose of collection and use:</u> All purposes listed in Section 2 <u>Categories of parties with whom information is sold:</u> None <u>Categories of parties with whom information is shared:</u> Service providers
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Cavender's does not collect the following categories listed in the CCPA from candidates: commercial information, biometric information, or geolocation data.

Rights

If you are a California resident, you have the right to request **access** to personal information collected about you and information regarding the source of that personal information, the purposes for which we collect it, and the third parties and service providers with whom we share it. You also have the right to request we **correct inaccurate information**, and to request in certain circumstances that we **delete personal information** that we have collected directly from you. You have the right to be **free from discrimination** based on your exercise of your CCPA rights.

You may submit a request to exercise your right to access, correct, or delete your personal information through one of two means:

- By completing the form available
- By calling us at (888) 361-2555

We may have a reason under the law why we do not have to comply with your request, or why we may comply with it in a more limited way than you anticipated. If we do, we will explain that to you in our response. Upon submission of your request, we will contact you (via the email address provided in your request) with instructions on how to verify the request, after which we will check our records for matching information, and aim to complete requests as soon as reasonably practicable and consistent with any applicable laws. You may authorize another individual or a business registered with the California Secretary of State, called an authorized agent, to make requests on your behalf through these means.

You may **opt out** of the sale or sharing of personal information to third parties by following the instructions in Section 5 (Information Choices) in our general Privacy Policy.

The CCPA also grants you the right to request that we **limit use of your sensitive personal information** to certain purposes allowed by law. However, we do not use your sensitive personal information in any ways for which you would be afforded this right.

5. Contact Us



- For questions or concerns about this Notice, please contact CustServ@Cavenders.com.