

Job Applicant Privacy Notice

As part of the recruitment process, Caleres, Inc. (“Caleres”) collects and processes personal data relating to job applicants. Caleres is committed to being transparent about how it collects and uses that data, and how it meets its data protection obligations.

What information do we collect and store?

Caleres collects a variety of information about you which includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which Caleres may need to make reasonable adjustments during the recruitment process; and
- information about your legal authorization to work.

Caleres may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from other identity documents, or collected through interviews or other forms of assessment. In some cases, Caleres may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law. Also, if you receive an email from us, we may use certain tools to capture data related to when you open our message or actions you may take after opening the message.

We may also collect information from you including your browser type, operating system, IP address, click-activity, referring website, and/or a date/time stamp for your visit. We may also use cookies, which are small pieces of information that a website sends to your device while you are viewing a website. We may use both session cookies (which expire once you close your web browser) and persistent cookies (which stay on your device until you delete them). Among other things, cookies allow us to provide you with a more personal and interactive experience and to improve our recruiting and hiring efforts. Cookies may be removed by following instructions provided by your browser. If you choose to disable cookies, some areas or features of our website may not work properly.

Data may be stored in a variety of different places, including in your personnel file, in the company’s management systems and in other IT systems (including the company email system).

Why does the company process personal data?

We rely on a variety of legal reasons and permissions to process data. For example, we need to process data to communicate with you during the pre-employment process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

In other cases, the company has a legitimate interest in processing personal data that allows the company to:

- implement recruitment and promotion processes;
- respond to your inquiries related to support, employment opportunities, or other requests;
- ensure effective general HR and business administration;
- conduct analytics; and
- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Caleres may process special categories of data, such as information about ethnic origin, sexual orientation, or religion or belief, to monitor recruitment and equal opportunity statistics.

Who has access to data? Your information may be shared internally for the purposes of the recruitment process. This includes members of the Talent Acquisition and Talent Management teams, interviewers involved in the recruitment process, managers in the business area with a job opening, and IT staff if access to the data is necessary for the performance of their roles.

The company may share your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records. The company may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

The company also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of benefits, performance management, and the provision of occupational health services.

Your data may be transferred to countries outside the jurisdiction in which you reside, including the European Economic Area (EEA), and may be processed in the United States, where privacy laws may be less stringent than the laws in your country. By submitting your personal information to us, you agree to the transfer, storage and processing of your information in the United States.

How does the company protect data? The company takes the security of your data seriously. The company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Retention of personal data. Typically, we will retain your personal data for the period necessary to fulfill the purposes outlined in this Notice, unless a longer retention period is required or permitted by law.

As a data subject, you have a number of rights in connection with your personal data. Under certain circumstances, you have the right to:

- 1. Request access to your personal data.** If required by law, upon request, we will grant reasonable access to the personal data that we hold about you.
- 2. Request corrections to your personal data.** This enables you to make sure we have updated and correct information about you.
- 3. Request erasure or deletion of your personal data.** You may request that we delete your personal data. We may also delete your data if we believe the data is incomplete, inaccurate, or that our continued use and storage are contrary to our obligations to other individuals or third parties. When we delete personal data, it will be removed from our active databases and files, but it may remain in archives where it is not practical or possible to delete it. In addition, we may keep your personal data as needed to comply with our legal obligations, resolve disputes, and/or enforce any of our agreements.
- 4. Revocation of Consent.** We rely on the processing of personal data that you have provided. If you revoke your consent for the processing of personal data then we may no longer be able to provide you services. In some cases, we may limit or deny your

request to revoke consent if the law permits or requires us to do so, or if we are unable to adequately verify your identity.

5. Objecting to the processing of your personal data. You may object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing or ask the company to stop processing data for a period of time if data is inaccurate or there is a dispute about whether or not your interests override the company's legitimate grounds for processing data.

If you would like to exercise any of the rights listed above, direct all requests to applicantprivacy@caleres.com.

If you believe that the company has not complied with your data protection rights, you can make a complaint to the Information Commissioner. We would, however, appreciate the chance to address your concerns if at all possible.

What if you do not provide personal data?

You are not obligated to provide Caleres with data during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.