

APPLICANT PRIVACY POLICY

At Enterprise Holdings, Inc., through our independent regional subsidiaries ("subsidiaries") operating the Enterprise Rent-A-Car, National Car Rental and Alamo Rent A Car brands as well as Truck Rental, Car Sales, Commute with Enterprise, CarShare, Entegral Holdings, and our affiliate, Enterprise Fleet Management, Inc. (collectively, "Enterprise Holdings," "we", "our" or "us"), we respect your privacy. We have implemented this privacy policy ("Policy") and cookie policy ("Cookie Policy") to explain our data collection and use practices.

This Policy applies to all applicants, candidates and prospects (including those who may be unsuccessful in the application process) and third parties (such as your references) whose information is provided to us in connection with any job application or employment related inquiry. This Policy is intended to ensure you are aware of what Personal Data (defined below) Enterprise Holdings collects, uses and discloses about you in connection with your job application or search for employment with us, including information collected at <https://careers.enterprise.com> and <https://careers.enterprise.ca>.

Where we refer to 'candidate personal data', 'employee' or 'employment' in this Policy, we do so for convenience only and this should in no way be interpreted as purporting to confer employment status. This Policy does not form part of any contract of employment or engagement and does not confer any contractual right on you or place any contractual obligations on us.

PERSONAL DATA WE COLLECT

We collect, use and hold some or all of the following types of Personal Data::

- Name, address, and contact information;
- Education information and previous employment background / work experience;
- Curriculum Vitae, résumé, cover letter and/or application form;
- Any other information you have provided on our application form;
- Employment preferences, willingness to relocate, and desired salary;
- Criminal record checks or other background verifications or references (only where applicable);
- Interview notes and records, together with any information you provide to us during an interview;
- Professional and other work-related licenses, permits and certifications held;
- Language and other relevant skills;
- Awards and professional memberships;
- Eligibility to work in country where job is located and available start date; and
- General correspondence.

HOW WILL WE COLLECT YOUR PERSONAL DATA?

We collect Personal Data through the application and recruitment process from the following sources:

- You, the candidate, including from written submissions (*e.g.*, curriculum vitae, reference lists, cover letters, application forms, etc.) and other interactions we may have with you (*e.g.*, written correspondences, interviews, etc.);
- Recruitment agencies;
- Publicly accessible third-party sources (*e.g.*, LinkedIn, job boards, CV databases) including recruitment sites where you may have made your portfolio or employment interests available;
- Consumer reporting agencies (but only for certain specified roles);
- Pre-employment screening providers (but only for certain specified roles); and
- Your named references.

To the extent you provide us with details of a reference or any other third party as part of your application, it is your responsibility to obtain consent from that third party prior to providing that Personal Data to us.

PURPOSE FOR PROCESSING

We may collect, use and disclose Personal Data for the following business purposes:

- Recruitment / appointment to a role you have applied for, including processing your application, assessing your skills, qualifications and suitability for a role or type of work, and communicating with you in respect of your application or other inquiries;
- Pre-employment screening and reference checks, where applicable and with your consent where required under applicable law;
- Pre-employment credit checks, with your consent and where permissible by state and local laws, for positions with significant fiduciary responsibilities;
- Communicating updates regarding your application and to facilitate your use of the career sites;
- Record keeping in relation to our hiring process;
- Protecting our legal rights and property;
- Compliance with any legal or regulatory obligations;
- Monitoring and promotion of equal employment opportunities; and
- General business administration such as managing, administering and refining our application process.

For certain activities where you have provided us with your consent, you have the right to withdraw your consent at any time by contacting us as set out below.

If we elect to make you an offer of employment or engagement and you accept that offer and become an employee of an Enterprise Holdings entity, the Personal Data provided or obtained as part of your application process may be: (i) transferred to and incorporated into our human resources system; (ii) used to manage the new-hire process; (iii) made part of your employment file; and (iv) used for other employment or work-related purposes. Further details of the treatment of employee Personal Data are set out in our employee privacy policy or applicable personnel policies, which will be made available to you where appropriate.

WHAT IF YOU DO NOT PROVIDE CERTAIN PERSONAL DATA?

Providing Personal Data to us is voluntary. However, please note that if you fail to provide sufficient information for us to evaluate your candidacy and/or comply with our legal obligations, the Enterprise Holdings entity to whom you are applying for a role may not be able to process your job application or consider your suitability for a particular role.

RECIPIENTS OF YOUR PERSONAL DATA

Your Personal Data may be disclosed to our HR team, the entity, affiliate or subsidiary to which you applied, relevant team managers, and other employees and departments who have a business need to access such Personal Data.

We may share Personal Data about you with selected service providers or consultants acting on our behalf that assist us in carrying out the purposes listed in the ‘Purpose for Processing’ section of this Policy. For example, we may share Personal Data with the operators of our career sites as well as service providers that conduct background verifications. These service providers and consultants are given the information they need to perform their designated functions. These service providers or consultants are prohibited from using or disclosing the Personal Data we provide them for their own purposes.

It may be necessary from time to time for us to disclose your Personal Data to other third parties, including without limitation to the following: (i) relatives or legal representatives of prospective employees; (ii) other organizations in connection with a proposed or completed corporate transaction involving all or part of Enterprise Holdings such as a merger, sale or bankruptcy; (iii) governmental authorities when required by law, in response to legal process, obligation, or request or (iv) to protect our rights or property.

TRANSFERS OF PERSONAL DATA

The information that you submit will be stored and processed by us or our third-party service providers in the United States (as the servers for the application we use are located in the United States; see below for further details) and in the relevant country in which you are applying for a position.

UPDATING YOUR PERSONAL DATA

If you have registered for an account with our recruitment app or applicant tracking system, you may access, review and change some of the Personal Data we maintain about you by logging into your account. Any updates you make to your profile will be used the next time you apply for a job using your online account. To the extent a specific position which you have already applied for is still receiving applications, you may resubmit your application with the updated profile information to apply the changes to the previously submitted application.

CHILDREN

Our applications, career websites and online recruitment are not directed to, and we do not knowingly collect Personal Data from, children under the age of **16** (or your country's age of minority). Nevertheless, if you believe that your child has provided us with their Personal Data and you need to let us know to delete it, please email us at [**jobsprivacy@ehi.com**](mailto:jobsprivacy@ehi.com).

CHANGES TO THIS POLICY

As necessary, we may update this Policy to reflect changes to our information practices. If we make any material changes, we will notify you by email (to the extent your email address is available) or as otherwise may be required or permitted by law, prior to the change becoming effective with respect to Personal Data we previously collected about you. We encourage you to periodically review this Policy for the latest information on our privacy practices.

CONTACT US

If you require any further clarification regarding this policy or you have questions or requests regarding the manner in which we or our service providers treat Personal Data, please feel free to contact us at [**jobsprivacy@ehi.com**](mailto:jobsprivacy@ehi.com). **LAST UPDATED: August 27, 2020**