

## Job Applicant Privacy & Communications Notice

Last Updated: February 6, 2023

Crate & Barrel, CB2, and Hudson Grace (together, “we” or “us”) are committed to protecting the privacy and security of all job applicants’ personal information. This Job Applicant Privacy & Communications Notice describes how we collect and process personal information about job applicants (“you” or “your”) during and after the job application process and how we might contact you. If we collect information about or communicate with you in other contexts, such as when you become an employee or are shopping with us or using our products and services, then other policies or notices explain our privacy and communication practices in those contexts.

### Overview

- **What personal information do we collect?** We may collect the following categories of personal information about job applicants: Identifiers, Protected Characteristics, Applicant Records, Professional and Employment Information, and Sensitive Personal Information. You can find more details on those categories in the section below.
- **How do you use my information?** We use your information to make hiring decisions, conduct our business, and comply with our legal and compliance obligations.
- **Do you sell or share my information?** We do not sell your information, and we do not share it (a concept more commonly known as “targeted advertising”).
- **How long do you keep my information?** We retain your information for the period specified in our retention policy, unless legally required to keep it longer.

### Collection & Sources

In the last 12 months, we have collected the following categories of personal information:

- **Identifiers.** This includes information such as your name, email address, phone number, postal address, and account username.
- **Details Identified in 1798.80(e).** This includes information such as your name and contact information.

- **Protected Characteristics.** You may voluntarily self-identify certain additional personal information such as your gender, racial or ethnic origin, veteran's status, or sexual orientation.
- **Applicant Records & Professional or Employment Information.** This includes information such as your work history, education, signature, immigration status, and CV or resume. You might also choose to share skills, achievements, licenses, or memberships.
- **Sensitive Personal Information.** This includes racial and ethnic origin, if you voluntarily choose to provide it, login credentials for our Applicant Tracking System, and immigration status.

We collect the majority of the personal information that we use directly from you. In limited circumstances, we may obtain your personal information from third parties, such as current or former employers and others that assist us with the recruitment process.

### **Purposes & Disclosures**

We collect and use your personal information for the following purposes:

- **Making Hiring Decisions.** This includes activities such as assessing your qualifications, comparing them against other candidates, verifying your eligibility to work for us, and communicating with you about your application or other opportunities with us.
- **Operating our Business.** This includes activities such as analyzing trends (analytics), ensuring our website works correctly, improving our recruitment process, maintaining the security of our systems, and in the event of a business transfer or change in ownership.
- **Complying with Legal and Compliance Obligations.** This includes activities such as cooperating with audits or government investigations, responding to legal processes (such as subpoenas), complying with internal policies, conducting background checks, protecting our rights and property, and for emergency/safety reasons.

We do not use your sensitive personal information for any reason other than those permitted by California Consumer Privacy Act.

In the last 12 months, we may have disclosed the above-mentioned categories of personal information to our employees, contractors, designated agents, and companies who assist us in

achieving these purposes. For example, we may provide information to recruiters who help us evaluate candidates.

We have not disclosed personal information to third parties, as the California Consumer Privacy Act defines that term, within the last 12 months.

### **Security**

We have appropriate security measures designed to secure your personal information against unauthorized use, access, or disclosure.

### **Retention**

We maintain an internal data retention policy, which reflects retention schedules that are reasonably necessary and proportionate to achieve the purposes for which data was collected. We will dispose of data in accordance with that policy. Note that we may need to keep information longer in certain circumstances, such as when it is required for legal compliance.

### **Sales and Targeted Advertising**

We do not sell your personal information, and we do not use it for targeted advertising based on your activity across others' websites (a concept known as "sharing" under California law).

### **Applicant Rights**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes while your application is pending.

If you are a California resident and applied on or after January 1, 2022, you also have the following rights with respect to your personal information:

- **Access.** You can request that we provide you what categories of personal information we collected about you, the categories of sources for that information, the reason why we collected your personal information, the categories of third parties to whom we disclose your personal information, and the specific pieces of personal information we collected about you.
- **Correction.** You can request that we correct inaccurate information we have about you.
- **Deletion.** You can request that we delete information we collected from you.

We will not discriminate against you for exercising your rights regarding your personal information.

If you want to exercise the above rights, please complete the form located [here](#) or contact us at [careers@crateandbarrel.com](mailto:careers@crateandbarrel.com). You, your authorized agent, or another person authorized by law may make a request related to your personal information. If you have an agent making a request, we will require: (1) the agent to provide proof of authorization; and (2) you to verify your identity directly with us.

We can only honor verified requests. Once we receive your request, we will verify your identity by following our internal process for verification, which may require you to provide identifying information—such as your data of birth and phone number—or send us an email from your address we have on file.

### **Text Messaging Terms & Conditions**

In connection with your application for employment, you have agreed to receive text messages, including SMS and MMS messages, from us, including messages that may be sent using an automatic telephone dialing system, to the mobile telephone number you provided and/or any other number that you may later designate. Message and data rates may apply. Not all mobile devices or handsets may be supported and our messages may not be deliverable in all areas. We and our service providers and the mobile carriers supported by the program are not liable for delayed or undelivered messages. By participating in this text messaging service, you are agreeing to these terms and conditions and to our online Terms of Use and Privacy Policy.

### ***Cancellation***

To cancel the text messaging service, please respond STOP to the phone number from which we are texting you. After texting STOP, you will receive one additional message confirming that your request has been processed. You acknowledge that our text message platform may not recognize and respond to unsubscribe requests that do not include the STOP keyword command and agree that we and our service providers will have no liability for failing to honor such requests. If you unsubscribe from one of our text message programs, you may continue to receive text messages from us through any other programs you have joined until you separately unsubscribe from those programs.

### ***Mobile Phone Number Change***

In the event that you change or deactivate your mobile phone number, you agree to notify us by visiting our [Careers Page](#) and updating your candidate profile.

### ***Problems?***

If you are experiencing any problems, please contact us at [careers@crateandbarrel.com](mailto:careers@crateandbarrel.com) with details about your problem for support.

***Contact***

This message program is a service of Crate & Barrel, CB2 and Hudson Grace, located at 1250 Techny Road, Northbrook, IL 60062.

***Changes to Messaging Terms***

We reserve the right to terminate or change our messaging program at any time. We also reserve the right to change these Messaging Terms at any time and such changes will be effective immediately upon posting. Your continued enrollment following such changes shall constitute your acceptance of such changes.

**Contact Us**

If you have any questions about our processing of your personal information or would like to exercise your rights, please email: [careers@crateandbarrel.com](mailto:careers@crateandbarrel.com).