



## **Patterson Candidate and Employee Privacy Notice**

### **Does this Notice Apply to You?**

This Privacy Notice (“Notice”) describes how Patterson Companies, Inc. and its subsidiaries (collectively, “we”, “us”, “our” or “Company”) collect and use your personal information. This Notice applies in all of the following circumstances:

- (1) You apply for an employment position with us;
- (2) You are employed by one of our partners, but are assigned to or supporting the Company;
- (3) We source your information from an unaffiliated third-party company, for example, if we find you on a professional social media site; or,
- (4) You have accepted an offer of employment with us.

### **Information about This Notice**

The privacy of your personal information is important to us. We are committed to handling personal information responsibly and in accordance with applicable law. We are also committed to ensuring the security of your personal information and use a variety of technical and organizational measures to protect your information from unauthorized use, access or disclosure.

This Notice explains (1) what personal information we collect about you, (2) how we use this information, (3) how we protect and manage this information, and (4) your rights to this information.

### **Information We Collect About You**

We collect, use, and maintain (collectively “process”) different types of personal information about you in the regular course of business operations.

If you are a prospective employee, job candidate or applicant, we process your personal information to determine your qualifications and fit for employment with the Company. This may include interview assessments, background screenings, and other screening methods.

As an employee, we process your personal information, including your dependents, beneficiaries and other individuals associated with your employment, to manage our employment relationship with you and your workplace facilities/information systems



interactions. For example, to manage or maintain your benefits, we may need to collect personal information about your spouse, domestic partner, or children to extend those benefits to them.

If you are employed by one of our partners, we process your personal information to maintain your engagement and access to our facilities and information systems.

The categories of personal information we process can include the following:

**Name and contact information.** Your first and last name, employee identification number, email address, mailing address, personal phone number, photo, beneficiary and emergency contact details, and other contact data.

**National identifiers.** Your national ID/passport, citizenship status, residency and work permit status, social security number, or other taxpayer/government identification number.

**Employment details.** Your job title/position, office location, offer letter, hire date, termination date, salary or hourly rate of pay, performance history and disciplinary records, leave of absence, sick time, and vacation/holiday records.

**Spouse/partner and dependents' information.** Your spouse and dependents' first and last names, dates of birth, and contact details. This information is usually always collected and processed for benefits administration.

**Reference information.** Name, title, contact information for those you may use as references for your employment with us.

**Background information.** Academic and professional qualifications, education, CV/Resume, and where permissible under applicable laws, criminal records data.

**Learning and Development.** We collect information related to your learning and development through our various tools, such as late completion of mandatory trainings.

**Health Information.** Height, weight, health status, or treatment information provided directly by you such as through a pre-employment physical, or through a qualified health program (i.e., medical leave, drug screening, Company sponsored wellness program, etc.).

**Video, voice, and image.** We may collect and use video, voice and image data about you, subject to the requirements of local law, and any consultation requirements with worker representatives.



**Financial information.** Bank account details, tax information, salary, retirement account information, company allowances and other information necessary to administer payroll, taxes, and benefits, including expense reimbursement.

**Information collected from your use of Company Assets.** Emails sent and received, building and information system access, system and application usage when accessing and using our buildings and assets.

**Demographic information.** This includes your date of birth and gender identity as well as more sensitive personal information (also known as special category data) including information relating to racial and ethnic origin, religious, political or philosophical beliefs, trade union membership or information about your health, parental status, disabilities, sexual orientation, gender identity, and military status.

We may process this information for a variety of reasons including:

1. Where it is necessary to comply with local requirements and applicable law. For example, we may use this information to comply with anti-discrimination laws and government reporting obligations;
2. To monitor and ensure we maintain accountable for an inclusive work environment through diversity and equality of treatment and opportunity; and,
3. To provide work-related accommodations or adjustments, to provide health and insurance benefits to you and to your dependents.

Where the processing of this information is not required by law, you may choose not to provide that information to us. We will provide a notice at the time the information is collected, and where required, ask for your consent to process your information.

We may also collect personal information about you from **third parties or public sources** as needed to support the employment relationship or to engage with you concerning job opportunities with us. For example, before and during the course of your employment or assignment with us, we may collect information from public social media sources, such as your LinkedIn profile, for recruitment purposes. Also, we may engage with a search firm to fill a role and receive your resume and other personal information through our engagement with that company.

We may conduct background screenings, to the extent permitted by law, through a third-party vendor for information about your past education, employment, credit and/or criminal history. Additionally, if there is an investigation of an employee matter, we may obtain information relevant to the incident from external sources including private parties, law enforcement or public sources like news sources and public social media posts.



## **How We Use Your Personal Information**

We collect your personal information for the purposes listed in this section. In some cases, collection of this information may be optional and you can choose not to provide it; however, in other cases, failure to provide necessary personal information may prevent us from being able to carry out these tasks and/or comply with our legal obligations.

### **1. To administer your employment, offer letter, or other commitments we've made to you**

We process your personal information primarily for the purpose of managing our employment or working relationship with you, to fulfill our contractual or legal obligations, or applicable internal policies, including payroll, benefits administration, pension and retirement administration, and tax reporting. For example, we will need to process your personal information in order to manage our employment relationship with you and pay you.

We may also use information collected from third parties to perform these duties. For example, if you were assigned to us through an assignment at your employer, we may use information provided to us by your current employer to evaluate your fit for a particular role.

We do not use your learning and development information to profile you or create insights related to your fit for a future role, current role, or to evaluate your performance (except as it relates to satisfactory completion of required or mandatory training requirements).

### **2. Other legitimate business purposes**

We also may collect and use your personal information when it is necessary for other legitimate purposes, such as general personnel administration, our workforce directories, general business management and operations, disclosures for auditing and reporting purposes, internal investigations, management of network and information systems security and business operations, provision and improvement of employee services, physical security and to protect the safety and well-being of employees and others.

**Legally required purposes:** We may use your personal information when we consider it necessary for complying with laws and regulations, including collecting and disclosing personal data as required by law (e.g., for minimum wage, working time, tax, health and safety, anti-discrimination laws, global migration), under judicial authorization, or to exercise or defend the Company's legal rights.

We may also use special applications and systems that record employee performance metrics, such as sales related or code databases for a variety of purposes, including: business operations; reviewing, rewarding and coaching employees on their performance; and,



administration and assessment of trainings. We may also process your personal data to investigate potential violations of law or breaches of our internal policies.

### **3. Other uses of your information**

Where it is legal to do so, we also may collect your internal usage of our products, services and internal applications and tools including business data created by employees and other staff, to measure and improve these products; use of your data for product improvement may include human and machine review of the information to train models and improve machine learning for our products and services. Where required by law, we will seek your consent to such uses; and where your consent is sought, we will ensure your consent is knowing, truly voluntary, and that you suffer no adverse consequence from any decision to withhold or revoke your consent.

We commit to only using your personal information for the purposes for which it was collected, unless we reasonably consider that we need it for another purpose that is compatible with the original purpose and there is legal basis for the further processing. For example, you may provide personal information to us while researching job openings, but once you apply for a specific role, we may need to process your personal information based on other legal basis for processing.

### **Sharing of Your Personal Information**

We will only share your identifiable personal information with those who have a legitimate need for it. When third parties are permitted to access personal information, we will make sure the information is used in a manner consistent with this Notice (and any applicable internal data handling guidelines consistent with the sensitivity and classification of the information). Your personal information may be shared with other third parties, including service providers, for legitimate purposes as follows:

1. In order to carry out the uses of personal information described above (See: Why We Process Personal Data);
2. To enable third parties to provide services to us. Categories of recipients of personal information would include financial investment service providers, applicant tracking services, insurance providers, pension administrators and other benefits providers, payroll support services, relocation, tax and travel management services, and health and safety experts;
3. To comply with our legal obligations, regulations or contracts, or to respond to a court order, administrative or judicial process, such as a subpoena, government audit or search warrant. Categories of recipients would include parties to contracts, judicial and governmental bodies;
4. In response to lawful requests by public authorities (such as national security or law enforcement);



5. To seek legal advice from external lawyers and advice from other professional advisers such as accountants, management consultants, etc.;
6. As necessary to establish, exercise or defend against potential, threatened or actual litigation (such as adverse parties in litigation);
7. Where necessary to protect the Company, your vital interests, such as safety and security, or those of another person;
8. In connection with the sale, assignment or other transfer of all or part of our business (such as a potential purchaser and its legal/professional advisers); or,
9. Otherwise at your direction.

We may share aggregated or de-identified personal information for additional purposes, but those purposes will never identify you or another individual. For example, we may share aggregate data about employee health status with a third party to ensure our employee health program supports everyone's mental and physical well-being.

### **Workforce Systems Security and Monitoring**

We monitor our information technology and communications systems through automated tools such as network authentication and wireless connectivity hardware and software, anti-malware software, website filtering and spam filtering software, security software for cloud-based applications, and mobile device management solutions. The primary purpose of this monitoring is to protect the Company, our employees, customers and business partners, for example, proof of business transactions and recordkeeping; protection of confidential information and company assets; and, investigating allegations of violations of Company policy or laws.

We also monitor our offices, and other work locations and facilities, through video monitoring like closed-circuit television ("CCTV") and badge scans for security purposes. You should be aware that any message, files, data, document, facsimile, audio/video, social media post or instant message communications, or any other types of information transmitted to, through or from, received or printed from, or created, stored or recorded on our communications systems and assets (included via the use of personal devices accessing corporate IT systems) are presumed to be business-related and may be monitored or accessed by us in accordance with applicable law and workplace agreements (such as works council agreements), and subject to our internal policies concerning access to and uses of such information.

### **Data Storage and Transfers**

Patterson operates physical offices in three countries: United States, Canada, and United Kingdom and as a result, your personal information may need to be transferred to countries



outside of where it was originally collected. For example, because we are headquartered in the United States, information collected in other countries is routinely transferred to the United States for processing. Any transfer of personal information will comply with applicable laws and legislation. Generally, we use Model Clauses as our compliance mechanism to transfer personal information subject to UK General Data Protection Regulation to the United States.

We retain personal information collected subject to this Notice for as long as necessary fulfill the purposes for which the information was collected and to comply with applicable laws or regulatory requirements.

### **Residents of the European Union, EEA, and United Kingdom**

In addition to the information shared above, EU, EEA and UK individuals have certain rights under applicable data protection laws such as the EU General Data Protection Regulation.

Those rights include the right to:

1. Request access to and obtain a copy of your personal information;
2. Request correction of personal information you have provided;
3. Request erasure (or deletion) of personal information that is no longer necessary to fulfill the purposes for which it was collected, or does not need to be retained for other legitimate purposes;
4. Restrict or object to the processing of your personal data; and
5. If applicable, request your personal data be ported (transferred) to another company.

To make a request to exercise one of the above rights, please contact [privacy@pattersoncompanies.com](mailto:privacy@pattersoncompanies.com). We will consider and honor any requests in accordance with applicable data protection laws. To protect your information, we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you. If we charge a fee for this, we will advise you in advance.

If we are relying on your consent to process your personal data, you have the right to withdraw your consent at any time. Please note however that this will not affect the lawfulness of the processing before its withdrawal.

You may complain to a data protection authority about our collection and use of your personal information. You may contact your local data protection authority to do so.

### **Residents of California**

Effective, January 1, 2023, if you're a resident of California you have additional rights to your personal information. You may request that we (1) provide you a copy of the personal





information we have about you and (2) request that we delete the personal information we have about you. You may also elect to appoint an Authorized Agent submit these requests on your behalf. To do so, you may submit the request by one of the methods listed in the Contact Us section, below. Additional documentation may be required if you choose to have an Authorized Agent submit this request for you. We will not discriminate against you for exercising your data rights as permitted under applicable law.

Please note that our legal obligations to retain certain data may override your legal rights to delete that information. For example, we may be unable to delete information related to your stock administration or health benefits because other laws require that we maintain that information for a period of time. If we deny your request to exercise your right, we will inform you why the request was denied.

You may submit your requests or questions related to these rights to [privacy@pattersoncompanies.com](mailto:privacy@pattersoncompanies.com) or by phone at 1-800-328-5536.

### **Contact Us**

If you have a privacy concern or question related to this Notice, you may contact [privacy@patterson.com](mailto:privacy@patterson.com) or write to us at:

Patterson Companies  
Attn: Privacy Officer  
1031 Mendota Heights Road  
Saint Paul, MN 55120  
Telephone: (+1) 800.328.5536

Patterson will never discriminate against you for exercising your rights.

### **Updates to this Notice**

From time to time, it may be necessary for us to update this Notice with more relevant information or to otherwise comply with legal obligations. When we make updates, we will notify you in advance of any changes and provide you copies of previous versions for as long as they are maintained.

**Last Updated:** July 26, 2021