



## Privacy Notice for Candidates

**Effective Date: February 16, 2021**

This Privacy Notice applies to personal information about job candidates collected by Alimentation Couche-Tard Inc., Couche-Tard Inc., Circle K Stores Inc., Mac's Convenience Stores Inc., Mac's Convenience Stores LLC, Holiday Stationstores, LLC, and their subsidiaries and affiliates in Canada and the United States (collectively, "Circle K", "we", "us" or "our"), on our careers websites at <https://workwithus.circlek.com/> and <https://carrieres.couche-tard.com/>. Note that this document is an extract from our Privacy Policy, which includes more detailed information about our privacy practices and is available [here](#).

### **1. Personal Information We Collect**

We generally limit the collection of personal information to what is reasonably required to process your job application. Personal information we collect may include:

- **Professional or employment-related information**, such as information about your work experience and education, and any other work-related information you provide when you apply for a position with Circle K;
- **Identifiers and contact information**, such as your name, email and postal addresses, telephone number, Internet Protocol (IP) address (if it can identify you as an individual), device identifier or account information (for example, if you have created an account upon signing up on our careers websites);
- **Demographic data**, such as date of birth or gender;
- **Browsing activity** on our careers websites, such as page and job offers viewed, click-throughs, and IP addresses, if it can identify you as an individual (as further detailed in the [How We Collect Personal Information](#) section);
- **Geolocation information** may be collected when you use our careers websites, although this information may not always identify you as an individual;
- **Any other information you provide to us** (as further detailed in the [How We Collect Personal Information](#) section).

### **2. How We Collect Personal Information**

We generally collect personal information directly from you when you apply for a job position through our careers website. We may also conduct reference checks with previous employers (with your consent when required by applicable laws) and conduct background checks (with your consent).

We may collect certain types of information electronically when you interact with our careers websites, through the use of our or a third party's technologies, which include cookies, web beacons or single pixel gifs or analytics engines. This information helps us understand what actions you take on our websites and allows them to work correctly. You may delete or disable certain of these technologies at any time via your browser. However, if you do so, you may not be able to use some of the features on our websites.

### **3. How We Use Personal Information**

We may use all categories of personal information detailed in section 1 for the following purposes:

- **Processing your job application**, including verifying your identity, creating and administering your account, responding to your requests, and communicating with you.

- **Managing our business**, including deploying and managing our information technology applications and systems (such as our careers websites) and meeting our contractual, legal and regulatory obligations.
- **Conducting data analytics**, including to improve our careers websites, to better understand applicants and potential applicants who interact with our careers websites, and to generally enhance our recruitment process. When possible, we will use your information in an aggregated and/or de-identified format.

#### **4. How We Share Personal Information**

We may share your personal information within Circle K and companies within our corporate group or with our service providers (companies operating on our behalf) for the purposes described in this Privacy Notice and in accordance with applicable law. We will not share your personal information with any non-affiliated third party without your prior consent, other than as provided in this Privacy Notice or as otherwise authorized by applicable law. We do not sell your personal information to any organization or person; the only exception to this would be if we sell or transfer any part of our business.

#### **5. How we Manage Consent**

By using our careers websites and submitting a job application, you are providing your consent to the collection, use and disclosure of personal information as set out in this Privacy Notice. In some cases, your consent may be “implied” i.e. your permission is assumed based on your action or inaction at the point of collection, use or sharing of your personal information.

We will generally obtain consent when we want to use personal information for a new purpose or for a purpose other than those stated at the time of collection in this Privacy Notice or otherwise communicated to you. You may be entitled under applicable law to withdraw your consent (except in limited circumstances, including legal or regulatory requirements or as a result of your contractual obligations with us). If you choose not to provide us with certain information or if you withdraw your consent, we may not be able to process your job application. To withdraw your consent, please contact us as detailed in the [Who Can You Contact With Privacy Questions?](#) section.

#### **6. How We Store and Safeguard Personal Information**

We take the security of your personal information very seriously and are committed to protecting your privacy by using a combination of administrative, physical, and technical safeguards. Your personal information may be stored in foreign jurisdictions (other than the country where you are residing), in which case it will be subject to foreign laws. We will store your personal information in accordance with our retention policies or as otherwise required or permitted by law.

#### **7. Accessing and Correcting Your Personal Information**

You may have the right to access and rectify the personal information we hold about you under the law applicable in the jurisdiction where you reside. In this case, upon request, we will provide you with access to your personal information within a reasonable timeframe, in compliance with applicable laws. It is your responsibility to provide accurate, correct and complete information. You can request access or rectification using one of the methods detailed in the [Who Can You Contact With Privacy Questions?](#) section.



## 8. Changes to Our Privacy Notice

We may make changes to this Privacy Notice from time to time. Any changes we make will become effective when we post a modified version of the Notice on our websites and apps. If the changes we make are significant, we will provide a more prominent notice when required by applicable laws. The “Effective Date” at the top of the Privacy Notice indicates when it was last updated.

## 9. Who Can You Contact With Privacy Questions?

If you have any questions about how we handle your personal information, please contact our privacy officer as indicated below.

**By mail:**

**If you are in the U.S.**

Legal Department c/o Privacy Officer  
Circle K Stores Inc.  
1130 West Warner Road, Building B, Tempe, Arizona 85284

**If you are in Canada**

Legal Department c/o Privacy Officer  
Couche-Tard Inc.  
4204 Industriel Boulevard  
Laval, QC H7L 0E3

**Toll-free number:** 1-833-662-0510

**Request Form:** [Individual Rights Request Form](#)