

Workday data privacy statement for external candidates

Dear applicant,

thank you for your interest in a career in our company. Below we have described the terms and conditions for your usage of the Circle K Career Opportunities Site (this website). By accessing this website, creating a profile and/or applying, you agree to these terms and conditions. If you do not agree, you should leave this website immediately.

A reference to "CK," "we," "us," or the "Company" is a reference to Circle K.

We have divided the Terms & Conditions into four parts:

1. Information about Circle K and the contents and purpose of this website
2. Privacy and personal data including cookies
3. Copyrights and trademarks
4. Restrictions on use and disclaimer

If you have any questions about these Terms & Conditions, do not hesitate to contact us.

Part 1. Circle K and the contents and purpose of this website

Circle K is a leading European road transport fuel retailer with over 100 years of operations in the region. The company is a wholly owned indirect subsidiary of Alimentation Couche-Tard, Inc (ACT),

Couche-Tard is a leader in convenience store and road transportation fuel retail in Scandinavia, Ireland, and the Baltic countries, with a significant presence in Poland.

This website contains Circle K's Career Opportunities Site used for advertising vacant positions within Circle K globally and for receiving applications to these positions.

This website is controlled, operated, and administered by Circle K, and the host server for this web site is located at the Workday hosting site in Ireland.

The website may contain links to external or third-party websites. These terms and conditions do not apply to external or third-party sites. When you visit such sites, you do it at your own risk and you should read the terms and conditions on such sites carefully before using them.

Part 2. Privacy, Personal Data and Cookies

Circle K is the controller for all personal data collected and processed by this website.

We will process personal data collected directly from you as a user. The purpose of this processing is to receive and process applications for positions in our company. We will not use this data for any other purpose unless we ask for and receive your consent to do so. The legal basis for the processing is contractual grounds as the information is collected to potentially enter an employment contract.

In addition, we want to use such data to make the site better, as well as protecting our site and our users from attacks and/or other security breaches. We do this by logs on the webserver and by using cookies, both collected from users' web-browsers.

We strive to make sure that our IT-systems are secure and that your data is adequately saved. We process your data in IT-systems that are located inside the EU/EEA. Circle K is a global company and open positions are posted on Circle K's Career Opportunities Site. The position you have submitted an interest in or applied for, will be reviewed locally where the job opening is located.

We will never sell any data collected about you, but we do use subcontractors for IT-services who have access to your data. This access is however solely for the purposes for which it was collected, as described above.

When recruitment for job position is over, a profile created in the system will be kept for 180 days. You can request your data and profile to be deleted at any time by contacting us at privacy@circlekeurope.com. You can update/ delete your candidate and/or application profile yourself by login to Workday and navigating to your candidate profile and/ or application history.

By using the site, you understand and consent to the processing of personal data collected from you, of logs and of cookies on the terms described here.

Data collected and processed as part of the recruitment process.

Data is collected directly from you, so you will control what data you provide. The data marked by a "*" is mandatory for you to provide if you wish to apply for a position.

Personal data: Name*, e-mail*, phone*, address, personal website, gender, birth date, photo, and additional comments. As well as previous employment, education, projects, courses, leadership experience, certificates, language skills, geographic mobility, driving licenses, IT knowledge or any other information you provide on your CV

Additional files: CV in file format*, cover letter, motivational letter, any other attachments you may add and submit.

Recruiting process generated data: Competency assessments, candidate training, candidate ranking, comments from interviewers.

3rd party assessment tools: We may use third-party assessment vendors for testing the candidates before hire as a part of our recruitment process. These third-party vendors may receive some basic candidate information such as name, e-mail, phone number to invite the candidate for assessments and to build development plans in the event when the candidate is employed. The result of the assessments is transferred back to Circle K for internal processing.

As a part of recruitment process, we may engage AI analytics for candidate evaluation. Such AI analytics will be used only if the candidate has given their consent.

What are weblogs?

Weblogs are records of the request your browser makes to the webserver. An entry in a log will typically contain information about what browser you are using, what operating system you are using, what IP-address the request is coming from and what information you are requesting (for instance this page), accompanied by time and date.

We use the information in the weblog only for analytical purposes and for securing the webserver and the website. The logs are kept for [?? days] before it is deleted.

What are "cookies"?

Cookies are small text files that are stored by the web browser (e.g. MS Edge, Google Chrome, Firefox, or Safari) on your computer or mobile phone. They allow websites to store such things as user preferences. You can think of cookies as providing a "memory" for the website, enabling it to recognize a user and respond appropriately.

How do I turn cookies off?

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website. All modern browsers allow you to change your cookie settings. These settings will typically be found in the 'options' or 'preferences' menu of your browser. To understand these settings, you can use the 'Help' option in your browser for more details.

Part 3. Copyrights and trademarks

All contents of this Website including the text, design, layout, graphics, photos, format, and other elements of the Website are protected by intellectual property rights.

Except as stated here, you may not modify, copy, reproduce, republish, upload, post, transmit or distribute in any way any material from this Website including code and/or software.

You may not download any material from this Website, even for your personal, non-commercial use, apart from your own profile, applications you have sent and/or position descriptions that have been made available.

Part 4. Restrictions on use, disclaimer, and limitation of liability

This Website and the contents herein are provided to advertise vacant positions in Circle K and for receiving applications to these positions. You may only access this website for these purposes (accessing vacant positions and/or applying for them).

Circle K accepts no liability as to information that may be inadequate or incorrect, even though we always aim for updated information. This includes the existence as such of advertised positions or details concerning such.

The contents of the Website are provided on an "as is" and "as available" basis. Circle K does neither warrant that the Website will be uninterrupted or error-free. Circle K reserves the right to revise the Website or withdraw access to the Website, or parts thereof, at any time.

No warranty of any kind, either express or implied, including, but not limited to, warranties of title or non-infringement, merchantability or fitness for a particular purpose, is made in relation to the availability, accuracy, reliability or content of this site. Circle K does not warrant the accuracy or completeness of the materials or the reliability of any advice, opinion, statement, or other information displayed or distributed through the site. You acknowledge that any reliance on any such opinion, advice, statement, memorandum, or information shall be at your sole risk. Circle K reserves the right, in its sole discretion, to correct any errors or omissions in any portion of the site. Circle K may make any other changes to the site, the materials and the products, programs, services, or prices (if any) described in the site at any time without notice.

Some jurisdictions do not allow for the exclusion of implied warranties, so the above exclusions may not apply to you. In such case, the liability of Circle K will be limited to the greatest extent permitted by law.

You agree that Circle K including its affiliates and related companies, customers, partners, and their respective employees, officers, directors, contractors, vendors, suppliers, licensors, assignees, successors, insurers and agents, are not liable in any respect for any direct, indirect, incidental, special or consequential damages, lost profits or for business interruption arising out of your access to or the use of or inability to access or to use this site or any linked website, even if Circle K has been expressly advised of the possibility of such damages.

You agree to defend, indemnify and hold harmless Circle K and its affiliates and related companies, its customers and joint venture partners, and their respective employees, officers, directors, contractors, vendors, assignees, agents, and successors for any costs, claims, damages, losses, or other liabilities arising from your access to or use of the site in breach of these terms or in violation of law.

We try to keep the information in this website updated, but this may not always be the case. We cannot accept any responsibility for inaccurate or outdated information found in this site, including but not limited to any positions advertised.

We may periodically update this policy. For visitors to our websites, an updated policy will always be available on the website.