

# Applicant Privacy Notice at Collection

*Last updated: January 1, 2023*

**Ferguson Enterprises, LLC** and our subsidiaries and affiliates (collectively, "**Ferguson**" or "**We**") respect your concerns about privacy. This Applicant Privacy Notice describes the types of information we collect about individuals who apply for jobs with Ferguson ("**Job Applicant**" or "**You**"). For more information on Ferguson's policies, please refer to [Ferguson's Privacy Policy](#).

## **Where We Get Your Information.**

We may collect information about Job Applicants from the following sources: 1) You; 2) prior employers, references, recruiters, educational institutions, credentialing and licensing organizations, job-related social media platforms; 3) third-party sources of demographic information; 4) third-party companies, such as pre-employment screening and background check companies, drug testing facilities; and 5) other sources as directed by You.

## **The Personal and Sensitive Personal Information That We Collect.**

To carry out company activities and obligations as a potential employer, we may collect the following categories of information about Job Applicants:

- **Identifiers**, such as name, alias and other names, title, addresses, telephone numbers, and personal email addresses, Social Security Number, driver's license number or state ID card number, passport number, federal identification authorizing work in the United States, and other unique personal identifiers.
- **Recruitment information**, such as:
  - your resume or CV, cover letter, employment and education history, professional memberships and licenses, reference information, transcripts, and information provided on a job application;
  - information received from background checks, where applicable, including information provided by third-parties, DMV records, and driving related information;
  - information collected during phone screenings and interviews, details regarding the type of employment sought, willingness to relocate, job preferences, and other information related to compensation and benefits, or other information you provide to us in support of an application and/or the application and recruitment process;
  - information about age, date of birth, gender, classifications protected under state or federal Equal Employment Opportunity laws (such as race or national origin);
  - medical condition or information, health insurance information, and policy number;
  - information related to any assessment you may take as part of the interview screening process;
  - information related to previous applications to Ferguson or previous employment history with Ferguson;
- **Sensory or surveillance information**, such as call monitoring, and video surveillance, your entry, exit and actions in or around our facilities that may be monitored, and audio

and visual information that we may obtain if you use video interviewing as part of the application process.

### **How Your Personal and Sensitive Personal Information is Used.**

We use personal information of Job Applicants for the purpose of processing job applications, evaluating candidates for employment, and carrying out and supporting HR functions and activities, including as described below:

- Identifying and evaluating Job Applicants, including assessing skills, qualifications, and interests for the purposes of determining suitability for the position for which you have applied.
- Verifying your information and carrying out employment, background, and reference checks, where applicable, subject to your consent where required by applicable law.
- Communicating with you about the recruitment process and your application.
- Keeping records related to our hiring processes, for only as long as appropriate under the circumstances.
- Creating and submitting reports as required by applicable laws or regulations.
- To comply with our legal, regulatory, or other corporate governance requirements.
- Analyzing and improving our application and recruitment process.
- Other business purposes.

### **Retention of Personal Information.**

We retain the information We receive about Job Applicants for a period of three years unless a shorter or longer period is required by state or federal law.

If you are offered and accept employment with Ferguson, the information collected during the application and recruitment process will become part of your employment record. Additionally, if you apply for a job at Ferguson and your application is unsuccessful (or you withdraw from the process or decline our offer), Ferguson will retain your information for a period after your application. We retain this information for various reasons, including to consider you for other current or future jobs at Ferguson, to help us better understand, analyze, and improve our recruitment processes, or a legal challenge related to a recruitment decision.

### **California Job Applicants.**

The California Consumer Privacy Act (“CCPA”) as amended by the California Privacy Rights Act (“CPRA”) provides California Job Applicants with certain rights:

- Knowledge of personal information collected;
- Deletion of personal information collected;
- Correction of personal information collected; and
- Not to be discriminated or retaliated against for exercising rights under the law.

Ferguson does not sell or otherwise disclose California Job Applicants' personal information for monetary or other consideration to any third parties. Ferguson does not share California Job Applicants' personal information to third parties for cross-context behavioral advertising.

**For Inquiries and/or to Submit Requests for Information, Deletion or Correction.**

To exercise any of these rights, please complete and submit [the Data Subject Access Request \(DSARs\) Form](#) or call (833) 865-0355.

**How to Contact Us.**

If you have any questions about this Applicant Privacy Notice or the ways in which Ferguson collects and uses your personal information, please contact us through the HR Department at AskHR@Ferguson.com.