



**Effective date:** April 14, 2025

**Last updated:** April 14, 2025

## **Applicant Privacy Notice**

Your privacy is a priority for Compana Pet Brands (together, “Compana Pet Brands” or “we”).

This Privacy Notice (“Notice”) describes what personal information we collect from Compana Pet Brands job applicants, the purposes for the collection, and to whom we may disclose your personal information. Under California law, Compana Pet Brands job applicants who are California residents have certain rights with respect to their personal data. This Personnel Privacy Notice describes how California residents can exercise your California privacy rights with respect to your personal information. This privacy notice only applies to the personal information we collect in your capacity as a job applicant of Compana Pet Brands. For information about how we collect and use your information as a consumer, please visit our consumer privacy notice [Privacy Policy](#).

### **How we collect your personal information**

In order to evaluate your job application and consider you for employment with us, we collect and process personal information about you, including:

**Directly From You:** We collect your personal information directly from you when you apply for a job and throughout the recruitment process, such as when you submit your application, participate in interviews, or communicate with our hiring team.

**From Other Parties:** When we work with other parties such as recruiters, consumer reporting agencies, service providers, credit agencies, or market researchers.

**From Other Sources:** We may supplement the information described above with information we obtain from other sources, including from both online and offline data providers.

### **What information we collect**

We may collect the following categories of personal information from or about you:

**Identifiers,** such as your name, phone number, email address, and address. We use this information to communicate with you throughout the hiring process and consider you for employment opportunities. We may provide this information to service providers, regulators, and



or with other third parties as required by law.

**Information Subject to Protection Under California Law**, such as the Identifiers above, your signature, your educational history, and medical information. We use this information to comply with our legal obligations, and otherwise manage activities related to your employment. We may provide this information to service providers, regulators or with other third parties as required by law.

**Protected Classification Characteristics**, such as your gender, veteran status, racial or ethnic origin. For more information, please see the “Sensitive Personal Information” description below.

**Sensitive Personal Information**, including certain protected classification characteristics, such as your race or ethnic origin, your specific geolocation, and information about your health. We may also collect the contents of your email or other electronic communications from your Compana Pet Brands accounts. We use this information for identity verification purposes, to protect and defend against legal claims, fraud or other malicious conduct. Compana Pet Brands only uses your Sensitive Personal Information to deliver its services, perform certain internal business functions, and as otherwise permitted under applicable law. We may provide this information to service providers, regulators, or with other third parties as required by law. We do not sell or share your sensitive personal information. We only use and disclose your Sensitive Personal Information for purposes that do not infer characteristics about you.

**Sensory Information**, including information captured about you through surveillance cameras, audio recordings and photos. We use this information to monitor security at Compana Pet Brands facilities. We may provide this information to service providers or third parties as required by law.

**Professional and Employment-Related Information**, such as the information on your resume, reference letters, interview notices, academic/professional qualifications, educational background, office location, hire dates, employment contracts, emergency contacts information, performance evaluations and other information, awards and achievements, training and development records, compensation information, time off information, work eligibility information, and other information relevant to your employment or professional working relationship with us. We use this information to provide you with employment-related services, comply with legal obligations, manage activities related to your employment, and inform analytical activities to improve our business. We may provide this information to service providers, regulators, or with other third parties as required by law.

## **How we use your personal information**

We may use the personal information we collect for a variety of purposes:

**Employment Related Activities:** Such as evaluating your job application.



**Security Monitoring:** Analyzing or systems, networks, and property for security purposes, including to protect against fraud.

**Legal Obligations:** We may use your information to comply with our legal obligations. For example, if we receive a subpoena or other legal request, we may need to inspect the data we hold to determine how to respond.

**Internal Business Purposes:** including performing analytics and applying algorithms to discovery ways to improve our business, identify trends in our workforce, and enhance our service offerings.

### **How we may disclose your personal information**

We do not sell your personal information or share your personal information for targeted advertising purposes. We may disclose your personal information for a variety of purposes, including to:

- **With Your Consent:** We may disclose your data if you have given us specific consent to use your personal information for a specific purpose.
- **Service Providers:** We may disclose your data to third-party vendors, service providers, contractors, or agents who perform services for us or on our behalf and require access to such information to do that work in connection with providing you the services or delivering information to you that you have requested. We disclose information to these other parties only where (a) the disclosure of your personal information is necessary for them to carry out such support services and (b) those service providers agree to use any personal information they receive in accordance with our instructions.
- **Legal Obligations.** We may disclose your information where we are legally required to do so in order to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal process, such as in response to a court order or a subpoena (including in response to public authorities to meet national security or law enforcement requirements).
- **Safeguarding Our Workplace.** We may disclose your information where we believe it is necessary to; investigate, prevent, or take action regarding potential violations of our policies, suspected fraud, situations involving potential threats to the safety of any person, and illegal activities; or as evidence in litigation in which we are involved.



- **Business Transfers.** We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.

### **Additional information for California residents**

If you are a California Resident, you may have certain privacy rights related to your personal information, subject to certain legal limitations, including the following:

- **Right to Know and Access:** You have the right to know and access the personal information Compana Pet Brands collects about you, and how it uses, and discloses your personal information.
- **Right to Request Deletion:** You have the right to request deletion of your personal information.
- **Right to Correct Inaccuracies:** You have the right to request Compana Pet Brands to correct inaccurate personal information.

You may exercise any of these rights by contacting us at 800-690-9908 or [privacy@companapetbrands.com](mailto:privacy@companapetbrands.com).

Compana Pet Brands cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you. When you submit a request, we will take steps to verify your identity using identity verification services. You are not required to create an account with us to submit a request.

We will only use personal information you provide in connection with identity verification to verify the requestor's identity or authority to make the request and whenever feasible, we will attempt to match the information you provide with information we may already have about you.

If you wish to authorize a third party to make a request on your behalf through an authorized agent, we may also require you to verify your identity directly with Compana Pet Brands or confirm with us that you have provided the authorized agent permission to submit a request on your behalf.

You may also make a privacy request on behalf of your minor child/beneficiary/dependent.

We will not discriminate or retaliate against you for exercising any of your Privacy Rights identified in this privacy policy.

### **Retention**



We retain your personal information as long as necessary to complete the hiring process and comply with legal or business requirements. If you are not selected for a position, we may retain your application and related information, subject to applicable laws.

### **Changes to this privacy notice**

We will review this Notice regularly. If we make material changes to this privacy notice, we will attempt to notify you and/or obtain your consent, as required by law.

If you have any questions about this Personnel Privacy Notice. Please contact us at 800-690-9908 or [privacy@companapetbrands.com](mailto:privacy@companapetbrands.com).