

CANDIDATE PRIVACY NOTICE

The purpose of this Candidate Privacy Notice (“**Notice**”) is to inform individuals who inquire about and/or apply for employment with us of the categories of personal information we collect from candidates and the purposes for which we use such personal information. This notice is intended to comply with all applicable laws, such as the California Consumer Privacy Act. If any provision below conflicts with a legal requirement, then we will comply with the applicable law. Please also review our Privacy Policy, which is incorporated by reference into this Notice.

1. Collection and Use of Candidate Personal Information

We collect, use, and disclose Personal Information about job candidates for business purposes only and consistent with applicable laws. Where we may disclose Personal Information to third parties, we do so for the same business purposes described below and, where appropriate, we require that such parties maintain its confidentiality and maintain appropriate systems and processes to ensure its security and protection.

We may collect and use the following categories of Personal Information about you to when you inquire about and/or apply for employment with us:

Category of Personal Information	How we use it
Contact information: such as your name, home and work address, personal and work telephone numbers, personal and work email addresses.	We may use this information to open and maintain candidate records and communicate with you regarding your interest in a job opportunity with us, your application for employment, or updates on your candidacy.
Job-related information and qualifications: such as position applied for, previous job roles, education, awards, qualifications, certificates, licenses, financial relationships, compensation and salary information, and any other information you choose to provide in your resumes and/or applications.	We may use this information to assess your suitability for a position at our company and conflict of interest reporting. Additional Sources of Personal Information: Third-party references, credit agencies, or entities verifying work authorization.
National identification information: such as your country of birth or the country where you are a registered national or citizen, and any visa or other right to work.	We may use this information to determine your eligibility to work and fulfill our obligations to relevant government authorities. Additional Sources of Personal Information: Third-party entities verifying work authorization.
Travel-related records: frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel or other similar information.	We may use this information to arrange or reimburse travel where you require travel to interview with us or in connection with your candidacy for employment, contact you

Category of Personal Information	How we use it
	during travel, as necessary with travel service providers, or in an emergency situation.
Results of background checks and screening: such as education verification and criminal records and driver's license checks.	We may use this to determine your suitability for certain job roles (to the extent permitted or required by law). Additional Sources of Personal Information: Third-party entities that conduct and report on background checks and screening.
References: such as opinions and comments of any previous employers.	We may use this to determine your suitability for certain job roles. Additional Sources of Personal Information: Third-party references.
Sensitive personal information, insofar as necessary and legally permitted, such as your ethnicity, religion, gender, sexual orientation, and union membership.	We may use this information, which you would provide only on a voluntary basis, to conduct equal opportunity and diversity monitoring where permitted or required by law and to perform any obligations relating to your union membership.

2. Additional Purposes for Using Personal Information

In addition to the uses set forth above, we may use and share the categories of Personal Information identified:

- To comply with applicable legal and regulatory requests and obligations (including investigations).
- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, or other misconduct.
- To seek advice from lawyers, auditors and other professional advisers.

3. California Privacy Rights

If you are a California resident, California law provides you with the following rights with respect to your personal information:

- The right to know what personal information we have collected, used, or disclosed about you.
- The right to request that we delete any personal information we have collected about you.
- The right to correct inaccurate personal information about you.

4. No Sale of Personal Information

We do not sell your personal information or your sensitive personal information, nor do we share it with third parties for cross-context behavioral advertising.

5. Sensitive Personal Information

Your sensitive personal information will not be used for any additional purposes that are incompatible with the purposes listed above unless we provide you with notice of those additional purposes.

6. Submitting Requests

You may submit requests to delete, correct, and/or to know personal information we have collected about you by [accessing our California Consumer Rights request portal](#) at:

- [Request to Know or Access Information](#)
- [Request to Delete Information](#)
- [Request to Correct Information](#)

or by [contacting our Toll-Free Telephone Number](#) at:

800.349.4354

We will respond to your request in compliance with the requirements of CCPA or other applicable law.

7. Verification of Your Identity

When you exercise these rights and submit a request to us, we or our partners will verify your identity by asking you to authenticate your identity via standard authentication procedures. For example, we may ask for your email address. We also may use a third-party verification provider to verify your identity.

8. Non-Discrimination

If you make a request under the CCPA, we will not discriminate against you in any way. For example, we will not deny you discounts or other benefits or impose penalties on you, or provide you with or suggest that you will receive a different level or quality of benefits or services.

9. Authorized Agents

You may permit an authorized agent to submit a request to know or to delete your personal information. If we receive a request on your behalf, we will ask that person to give us proof that you gave that person written permission to make a request for you. If that person does not provide us with written proof, we will deny their request so that we can protect your personal information.

10. Automated Decision-Making

We generally do not use automated decision-making technology, as that term is defined by State Privacy Laws. If we make use of automated decision-making technology, you will be informed through a separate privacy notice.

11. Record Retention

We may retain your personal information for as long as necessary to fulfil the purpose for which it was collected or to comply with legal or regulatory requirements. We strive to retain your personal information no longer than is reasonably necessary to carry out the purposes listed in this Notice or as required by law. We retain your personal information in accordance with applicable law and internal record retention practices.

12. Questions

If you have any questions about this Privacy Policy or to request this Privacy Policy in another form, you may call us at 800.349.4354 (800.DIXIELINE) and ask to speak with Robert Shiflet, or you may email us at robert.shiflet@bldr.com.