

THE SHADE STORE APPLICANT PRIVACY NOTICE

Last Updated: June 2026

This Applicant Privacy Notice (“**Notice**”) describes how The Shade Store, LLC and its subsidiaries and affiliates (“**The Shade Store**,” “**we**,” or “**us**”) collect, use, disclose, and otherwise process Personal Information (defined below) about job applicants, prospective employees, candidates, and other individuals who apply for or are considered for employment with us. This Notice applies to Personal Information collected in connection with our recruitment processes. For information about our general consumer and website privacy practices, please review our Privacy Policy at www.theshadestore.com/corporate-info/privacy-policy.

Personal Information We Collect

We collect Personal Information throughout the application and hiring process. For purposes of this Notice, “**Personal Information**” means information that uniquely identifies, relates to, describes, or is reasonably capable of being associated with or linked to you. We may collect the following types of Personal Information from and about job applicants and candidates:

- **Identifiers and contact information**, such as your name, address, email address, telephone number, and other contact information;
- **Application and professional information**, such as your resume or CV, cover letter, employment history, work experience, education history, transcripts, certifications, qualifications, and other information you provide to us during the application process;
- **Interview and assessment information**, such as information you provide during interviews, evaluations, assessments, and related notes or feedback;
- **Sensitive and/or demographic information**, such as citizenship or immigration status, gender, racial or ethnic origin, veteran status, disability status, , and medical or health-related information;
- **Background check and reference information**, including information provided by references, background check providers, or other third parties;
- **Compensation-related information**; such as desired salary and information related to compensation or benefits expectations;
- **Prior application or employment information**, such as information relating to any previous applications you may have submitted to us and/or any prior employment history with us;
- **Onboarding information**, if you receive and accept an offer, such as direct deposit information, tax information, benefits enrollment information, and beneficiary information;
- **Audio, visual, and electronic information**, such as recordings from virtual interviews, security camera footage if you visit one of our locations, or similar information;
- **Internet and device information**, such as information collected from you automatically when you use our website, applicant portal, or systems, including through cookies, web beacons, pixel tags, and other similar online tracking mechanisms.

Sources of Personal Information

We obtain Personal Information about you directly from you, automatically through our systems, and from third-party or public sources. For example, we may collect Personal Information from the following sources:

- **Recruiters, staffing agencies, job boards, and other referral sources**, such as application information, employment history, qualifications, and related candidate information;
- **Former employers**, such as information regarding your prior employment;
- **References**, such as information relating to your qualifications, experience, and suitability for employment with the Shade Store;
- **Government agencies or authorized service providers**, such as information regarding your identity, citizenship, immigration status, or eligibility to work in the country where you would be employed;
- **Background check providers**, where authorized by you or permitted by law, such as information relating to criminal history, credit history, or other background screening information; ;
- **Drug testing providers**, such as drug test results or related screening information; and

How We Use Personal Information

We may use your Personal Information as described in this Notice for the following purposes:

- **To manage recruiting and hiring processes.** We may use your Personal Information . to receive and review applications, evaluate your qualifications and suitability for a position, conduct interviews and assessments, communicate with you about the recruiting process, verify information you provide, conduct reference checks, and, where applicable and permitted by law, conduct background checks or other pre-employment screening.
- **To communicate with you.** We may use your Personal Information to contact you about your application, respond to your questions, provide information about available positions or the hiring process, schedule interviews, and notify you of changes or updates related to your candidacy.
- **To evaluate and improve our recruiting prcesses.** We may use Personal Information to understand how candidates learn about us, evaluate the effectiveness of our recruiting efforts, improve our applicant experience, and support diversity, equity, inclusion, and equal employment opportunity initiatives, where permitted by law.
- **To manage onboarding.** If you receive and accept an offer of employment, we may use Personal Information to prepare offer letters, complete onboarding activities, process new hire paperwork, verify your identity and work authorization, administer required documentation, and prepare to administer compensation, payroll, benefits, and related employment programs.
- **For recordkeeping purposes.** We use and retain Personal Information to maintain our recruiting and employment-related records.
- **For health, safety, security, and operational purposes.** We may use Personal Information to protect the health, safety, and security of applicants, employees, visitors, facilities, systems, and property; manage access to our locations or systems; conduct security monitoring; investigate incidents; and maintain the operational effectiveness of our recruiting, technology, and business processes.

- **To Protect Our Legal Rights and Interests.** We may use Personal Information to protect our legal rights and business interests; prevent or investigate fraud, misconduct, or other unlawful activity; enforce our policies; establish, exercise, or defend legal claims; and seek legal, accounting, or other professional advice.
- **For other purposes with notice or consent.** We may use Personal Information for other purposes as disclosed to you at the time of collection or with your consent where required by law.

How We Disclose Your Personal Information

We disclose Personal Information in the following circumstances:

- **Internally.** We may disclose Personal Information internally within The Shade Store, including to personnel involved in recruiting, hiring, and information technology..
- **To service providers.** We may disclose Personal Information to third parties that provide services to us or support our recruiting, hiring, onboarding, and business operations. These parties may include applicant tracking system providers, recruiters, staffing agencies, background check providers, drug testing providers, assessment providers, reference check providers, data hosting and storage providers, information technology vendors, communications providers, and other vendors or service providers.
- **For legal, compliance, and safety purposes.** We may disclose Personal Information where we believe disclosure is necessary or appropriate to comply with applicable law, regulation, subpoena, court order, government inquiry, or other legal process; respond to lawful requests from public or government authorities; protect the rights, property, health, or safety of The Shade Store, our applicants, employees, customers, visitors, or others; detect, investigate, or prevent fraud, misconduct, security incidents, or unlawful activity; enforce our policies or agreements; or respond to an emergency.
- **To professional advisors.** We may disclose Personal Information to our attorneys, accountants, auditors, and other professional advisors in connection with the services they provide us.
- **In connection with business transactions.** We may disclose Personal Information in connection with the evaluation, negotiation, or completion of a merger, acquisition, financing, restructuring, reorganization, bankruptcy, sale of assets, or similar business transaction involving all or part of The Shade Store. Personal Information may be disclosed as part of due diligence or transferred as part of the transaction, subject to applicable law.
- **With your consent or at your direction.** We may disclose Personal Information for other purposes with your consent or at your direction, or as otherwise disclosed to you at the time of collection.

De-Identified/Aggregate Information

We may collect, create, use, and disclose deidentified or aggregated information cannot reasonably be used to identify you or another person (“**De-Identified Information**”). The Shade Store may use and disclose De-Identified Information for any lawful business purpose, including to analyze and improve our recruiting and hiring processes.

Data Security

We use reasonable technical, administrative, and organizational safeguards designed to protect Personal Information from loss, misuse, and unauthorized access, disclosure, alteration, and destruction, taking into account the nature of the Personal Information processed. However, no method of transmission or storage is completely secure, and we cannot guarantee that Personal Information will be secure in all circumstances. You are responsible for maintaining the confidentiality of any password, user ID, or other authentication credentials used to access password-protected or secure areas of our websites, applicant portals, or other systems. Please do not share your credentials with others. If we become aware of a security incident involving your Personal Information, we will provide notice where required by applicable law. To help protect our systems, users, and Personal Information, we may suspend or restrict access to our systems or platforms while we investigate suspected unauthorized activity or security incidents.

Retention of Personal Information

We retain Personal Information for as long as reasonably necessary to fulfill the purposes described in this Notice, including to manage the application, recruitment, hiring, and onboarding process; maintain business and employment records; comply with our legal, regulatory, tax, accounting, and reporting obligations; resolve disputes; and establish, exercise, or defend legal claims. The criteria we use to determine retention periods include the nature and sensitivity of the Personal Information, the purposes for which it was collected or processed, applicable legal and regulatory requirements, and our legitimate business needs. When Personal Information is no longer needed for the purposes described above, we will delete, de-identify, or otherwise dispose of it in accordance with applicable law and our retention practices.

Use of Automated Hiring Tools and AI

We may use artificial intelligence, machine learning, or similar technologies provided by our service providers to support our recruiting and hiring processes. These tools may assist with application intake, candidate communications, screening, scheduling, workflow management, and other recruiting or hiring activities. Where required by applicable law, we will provide any required notices, conduct any required assessments, and honor applicable rights relating to automated decisionmaking or similar technologies. We do not intend to use these tools as the sole basis for final hiring decisions unless disclosed to you and permitted by applicable law. Where appropriate or required, hiring decisions will involve human review.

California Residents

This section applies to job applicants, candidates, and prospective employees who are California residents. For purposes of this section, “**Personal Information**,” “**sell**,” “**share**,” “**business purpose**,” “**service provider**,” and “**contractor**” have the meanings given to them under the California Consumer Privacy Act, as amended by the California Privacy Rights Act, and its implementing regulations (“**CCPA**”). In the preceding 12 months, we may have collected the below categories of Personal Information from or about California applicants. For each category of Personal Information set forth below, the categories of third parties to whom we disclose it for a business or commercial purpose are set forth in the *How We Disclose Personal Information* section above.

Category	Examples
Identifiers	Name, address, email address, and telephone number.
Personal information described in Cal. Civ. Code § 1798.80(e)	Name, address, telephone number, education history, and employment history
Protected classification characteristics under California or federal law	Age, gender, race, disability status, veteran status, and citizenship
Internet or other electronic network activity information	Device information, IP address, browsing or usage information, interaction with our websites, applicant portals, or systems, and similar information collected through cookies, pixels, or similar technologies.
Audio, electronic, visual, thermal, olfactory, or similar information	Video or audio recordings from virtual interviews, security camera footage, voicemail, or similar information
Professional or employment-related information	Resume or CV, cover letter, work history, references, qualifications, licenses, certifications, skills, interview notes, assessments, background check information, and related recruiting or hiring information
Education information	Education history, degrees, transcripts, certifications, licenses, and related education records
Inferences	Inferences drawn from application materials, interviews, assessments, or other information to evaluate qualifications, suitability, abilities, or characteristics
Sensitive Personal Information	Account credentials, racial or ethnic origin, citizenship or immigration status, health information, disability information, and other information that may qualify as Sensitive Personal Information

Subject to applicable exceptions, California residents have the following rights under the CCPA:

- *Access* – The right to request access to and obtain a copy of any Personal Information we have.
- *Deletion* – The right to delete Personal Information that we have collected or obtained.
- *Correction* – The right to request that we correct any inaccuracies in Personal Information we have.

- *Opt Out of Certain Processing* – The right to: (a) opt out of processing of Personal Information for purposes of targeted or cross-context behavioral advertising, (b) opt out of the sale of Personal Information, and (c) limit the use of sensitive Personal Information (if applicable). We do not collect or process sensitive Personal Information outside of purposes permitted by law (such as section 7027(m) under the CCPA Regulations), so we do not offer the option to limit its use. We also do not sell applicant Personal Information or share applicant Personal Information for cross-context behavioral advertising, as those terms are defined under the CCPA, so we do not offer the right to opt out.
- *Automated Decision-Making* – The right to know when you are subject to automated decision-making, the Personal Information used to render the decision, the principal factors and parameters involved in the decision, and human review or correction of the decision (or its underlying data, where appropriate). You may also have the right to opt out of this automated decision-making or any profiling in furtherance of decisions that produce legal or similarly significant effects.

To exercise any of the privacy rights afforded to you under applicable data protection laws, please e-mail us at consumerinfo@theshadestore.com. You will not be discriminated against in any way by virtue of your exercise of the rights listed in this Notice. Only you, or an authorized agent that you authorize to act on your behalf, may make a request related to your Personal Information. We may need to verify your identity before fulfilling certain requests, and if we cannot verify your identity, we may request additional information from you. If you are an authorized agent making certain requests on behalf of another person, we will also need to verify your identity, which may require proof of your written authorization or evidence of power of attorney. We endeavor to respond to requests within the time period required by the CCPA. If we require more time, we will inform you of the reason and extension period in writing.

We do not charge a fee to process or respond to your requests unless they are excessive or repetitive. If we determine that a request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request. We may deny certain requests, or only fulfill some in part, as permitted or required by law.

Changes to this Notice

We reserve the right to amend this Notice at any time without advance notice, but we will update the “Last Updated” date above when we do so.

Contact Us

For any questions or concerns, please contact consumerinfo@theshadestore.com.