JOB APPLICANT PRIVACY NOTICE

Mazda North American Operations ("MNAO") values your trust and is committed to the responsible management, use and protection of your personal information ("PI"). This privacy notice ("Notice") describes how MNAO collects and uses your PI during and after the recruitment process.

California Applicants please click here.

WHAT KIND OF INFORMATION DO WE COLLECT?

When you apply to work with us, we will collect, store and use your PI so that we can consider your application. This includes:

- **Account profile information:** When you register for an account on MNAO's Careers Site, we will ask you to create a username and password and to set up some account security questions. You are able to update your profile at any time. You can add a profile photo which only you can see. You also have the option to register with us using your LinkedIn account and can import your LinkedIn profile. You are also able to import and store your resume/CV, cover letters, transcripts, and work samples. You should also note that you can delete your profile at any time.

- **Application form:** When you apply through our Careers Site, you can import the information from your profile (see above) or import a new resume/CV. The information we collect this way includes your name, address, telephone number, personal email address, education history, work history, qualifications, cover letter, transcripts, work samples, compensation expectations, nationality/visa/right to work information and any other information that you choose to provide.

- **Interview information:** Any information that you provide to us during or in connection with the interview process, including assessment results (if applicable).

- **Surveys:** Any information that you provide to us through optional feedback surveys.

- **References:** Current and previous employer and/or personal feedback/references.

- **Background:** Education history and qualifications.

- **Identification and immigration information:** Passport number/copy, government identification numbers (e.g. social security number), nationality/visa/right to work permit information.

We may also collect, store and use the following types of more sensitive PI:

- Information about the race/ethnic origin, gender, and disability of our applicants, for the monitoring of equal opportunity compliance.

- Information about whether or not you have a disability for which we need to make reasonable adjustments as part of the recruitment process; and

- Information about criminal convictions and offences (where the nature of the job requires you to disclose this).

If you provide us with PI of a reference or any other individual as part of your application, it is your responsibility to obtain consent from that individual prior to providing the information to us.
HOW WILL WE USE YOUR INFORMATION?

The information that you submit on the Careers Site will be used by MNAO for recruitment, management, and planning purposes, as permitted by applicable law, and as follows:

- Receiving and reviewing job applications.
- Managing and administering your account registrations and job applications.
- Processing your application, including assessing your skills, qualifications, and suitability for the role so that we can decide whether to take your application forward or invite you to apply for other roles either at the time or in the future.
- Conducting background and reference checks to validate your qualifications and experience and assess your suitability for the role, where applicable.
- Communicating with you about the recruitment process and to send you news about roles that might be of interest to you (you can unsubscribe from these alerts at any time).
- Improving our application process, to ensure that our application process and website is as user-friendly and effective as possible. This might include collecting information from you through voluntary surveys. Your choices in relation to surveys have no bearing on the selection process for any vacancy at MNAO.
- Keeping records relating to our recruitment processes.
- Data analytics and reporting to help us visualize and monitor the effectiveness of our recruitment processes, identify trends, improve our processes, and allocate our resources effectively.
- Protecting our legitimate business interests and legal rights, including use in connection with legal claims (including disclosure of such information in connection with legal process or litigation), compliance, regulatory, auditing, investigative and compliance reporting purposes.
- Where necessary for us to administer any future contract of employment with you, if applicable.
- Where necessary to comply with a legal obligation, such as confirming that you are eligible to work under applicable immigration laws or as required pursuant to an audit or investigation.

If we hire you, some or all of the PI that we collect in connection with your application may be incorporated into our human resources system and used to manage the new-hire process; any such information can become part of your employee file and used for other employment-related purposes, which includes sharing your data with relevant third parties, such as the companies that MNAO partners with to provide a suite of suitable benefits to our employees.

If we do not hire you, MNAO will follow data retention and destruction policies and processes to ensure that your applicant PI is deleted when it is no longer needed for the purposes for which it is collected and used.
How we use your more sensitive information

We will use your more sensitive information to ensure meaningful equal opportunity and diversity and inclusion monitoring and reporting and to comply with applicable legal obligations to record this information. The information you provide will be treated confidentially and aggregated with the effect that it will no longer be possible for MNAO to identify you from the data. Any such information provided by you will not be made available to any decision-maker in the recruitment process, will not be used to consider your suitability for a role, and will not be provided to your manager(s) (in the event that you are successful with your application).

HOW DO WE COLLECT YOUR INFORMATION?

We collect information from you, your references, and service providers that process personal information solely on our behalf, such as recruitment agencies, professional and certification organizations and background check providers. We also collect personal information regarding your use of and access to Company information resources (e.g., communications resources, internet, networks, and applications) and access to MNAO facilities, such as entry logs and security camera recordings.

WHO HAS ACCESS TO YOUR INFORMATION?

Your information will be shared internally for the purposes of the recruitment process only. This includes members of the Human Resources Team, relevant hiring managers and interviewers involved in the recruitment process who will be able to access your data, as well as other corporate functional teams if access to the data is necessary for the performance of their roles.

During the recruitment process, MNAO also shares PI with approved third-party service providers to facilitate services they provide to us, including hosting and operating the Careers Site, providing recruiting assistance, and background check processing.

We may also disclose your PI if you direct us to do so or as required by law.

DO WE SELL YOUR INFORMATION?

No. We do not sell your PI.

IS MY DATA SECURE?

We take the security of your data very seriously. We have internal policies and controls in place designed to help ensure that your data is not lost, accidentally destroyed, misused, or disclosed, or accessed except by authorized personnel for the purposes set forth in this Notice.

Where we engage service providers to process PI on our behalf or we share PI with service providers, those service providers do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organizational measures to ensure the security of your data.
HOW LONG DO YOU RETAIN MY DATA?

We retain the PI we collect for as long as reasonably necessary to achieve the purposes disclosed at the point of collection or in this Notice unless a shorter retention period is required by law. The length of retention may vary depending upon factors such as:

- The existence of an ongoing relationship between you and us.
- Recordkeeping or legal compliance requirements.
- The need to resolve inquiries or complaints; and
- Protecting the rights or safety of you, us, or others.

YOUR ACCESS RIGHTS

You can log into the Career Site to access, review, change and delete your PI stored therein, as appropriate. We encourage you to promptly update your PI if it changes or is inaccurate.

CALIFORNIA APPLICANTS

The types of information we collect are described above, under “What Kind of Information Do We Collect?” Under California law, that same information falls into the following categories:

- Identifiers.
- Demographics.
- Work eligibility information, such as immigration and visa status.
- Professional or employment-related information.
- Education information.
- Information that may be treated as sensitive under applicable law.
- Inferences drawn from the above; and
- Sensitive personal information, as described below in this section.

We collect such information for the following purposes:

- Receiving and reviewing job applications.
- Managing and administering your account registrations and job applications.
- Processing your application, including assessing your skills, qualifications and suitability for the role so that we can decide whether to take your application forward or invite you to apply for other roles either at the time or in the future.
- Conducting background and reference checks to validate your qualifications and experience and assess your suitability for the role, where applicable.
- Communicating with you about the recruitment process and to send you news about roles that might be of interest to you (you can unsubscribe from these alerts at any time).
- Improving our application process, to ensure that our application process and website is as user-friendly and effective as possible. This might include collecting information from you through voluntary surveys. Your choices in relation to surveys have no bearing on the selection process for any vacancy at MNAO.
- Keeping records relating to our recruitment processes.
• Data analytics and reporting to help us visualize and monitor the effectiveness of our recruitment processes, identify trends, improve our processes, and allocate our resources effectively.
• Protecting our legitimate business interests and legal rights, including use in connection with legal claims (including disclosure of such information in connection with legal process or litigation), compliance, regulatory, auditing, investigative and compliance reporting purposes.
• Where necessary for us to administer any future contract of employment with you, if applicable.
• Where necessary to comply with a legal obligation, such as confirming that you are eligible to work under applicable immigration laws or as required pursuant to an audit or investigation.

We retain the PI we collect for as long as reasonably necessary to achieve the purposes disclosed at the point of collection or in this Notice unless a shorter retention period is required by law. The length of retention may vary depending upon factors such as:

• The existence of an ongoing relationship between you and us.
• Recordkeeping or legal compliance requirements.
• The need to resolve inquiries or complaints; and
• Protecting the rights or safety of you, us, or others.

We neither sell your PI nor share PI for targeted advertising purposes, including PI that may be deemed sensitive or that is related to individuals under 16 years of age.

We have disclosed each of the categories of PI listed above for our business purposes, as described above in this notice, to approved third-party service providers.

If you are a California resident, you have the following rights with regard to your PI:

Right to say no to the sale of your PI or disclosure of your PI for certain targeted advertising. You should note that we do not sell applicant PI for monetary or other valuable consideration, nor do we disclose applicant PI for targeted advertising.

Right to request deletion of your PI, subject to certain PI required or permitted to be retained by law.

Right to request that we disclose to you the following information related to any PI that we have collected, used, disclosed or sold about you in the preceding 12 months:
  i. Categories of PI,
  ii. Sources from which we collected the PI,
  iii. The business or commercial purpose for collecting or selling PI,
  iv. The categories of third parties to whom we shared such PI, and
  v. The specific pieces of PI.

Right to equal service and price even if you exercise your privacy rights subject to certain differences permitted by law.

Right to correct inaccurate PI.
We use and disclose sensitive PI only for the purposes authorized under CA law; sensitive PI includes government issued identification numbers, account credentials for MNAO systems, health information, gender, and race/ethnic origin.

You can log into the Career Site to access, review, change and delete your PI stored therein, as appropriate. We encourage you to promptly update your PI if it changes or is inaccurate.

To make one of the requests listed above, or if you are an authorized agent submitting a request on behalf of a California resident, please click here. If you would prefer to submit your request by phone please call Mazda Customer Service at 1 (844) 931-1678 and indicate you are a MNAO job applicant. We will request additional information from you on the request forms in order to process your request (e.g. your name and email address).

UPDATES TO THIS NOTICE

This Notice may be updated periodically to reflect any necessary changes in our privacy practices. We encourage you to check back at this website periodically in order to be aware of the most recent version of this Notice.

CONTACT US

If you have questions or requests, please feel free to contact us at recruitment@mazdausa.com

Because email communications are not always secure, please do not include any sensitive PI in your email to us.

This Job Applicant Privacy Notice was last updated on January 24, 2023.