

Job Applicant Privacy Notice

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

WHAT KIND OF INFORMATION DO WE COLLECT?

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

- **Account profile information:** Where you register for an account on our recruitment website, we will ask you to create a username and password and to set up some account security questions. You can update your profile at any time and 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 resume/CVs, cover letters, transcripts, and work samples
- **Application form:** When you apply through our recruitment website, 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 information:

- Information about 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 this).

If you provide us with personal information 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 Career Site will be used for MNAO personnel recruitment, management, and planning purposes, as permitted by applicable law:

- 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 further 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, personal information 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.

If we do not hire you, MNAO will follow data retention and destruction policies and processes designed to ensure that applicant personal information 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 you choose to provide to us (like race, ethnicity, gender, etc.) 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 for this purpose 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 the role, and will not be provided to your manager(s) (in the event that you are successful with your application).

WHO HAS ACCESS TO YOUR DATA?

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

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

DO WE SELL YOUR INFORMATION?

No. We do not sell your personal information without your express consent.

IS MY DATA SECURE?

We take the security of your data very seriously. We have internal policies and controls in place designed to 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 personal information on our behalf or we share personal data 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 data.

HOW LONG DO YOU RETAIN MY DATA?

We will retain Personal Information for the period required by applicable law and as necessary to fulfill the purposes outlined in this Notice.

YOUR ACCESS RIGHTS

You can log into the Career Site, you may access, review, and change your personal information stored therein by logging into the Career Site and updating our account information, as appropriate. We encourage you to promptly update your personal information if it changes or is inaccurate.

CONTACT US

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

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