

# Recruitment Privacy Addendum

*(Supplement to Midwestern Wheels, Inc. / Vehicle Rental Services, LLC Privacy Notice)*

## Introduction

This Recruitment Privacy Addendum (“Addendum”) supplements the Midwestern Wheels, Inc. / Vehicle Rental Services, LLC Privacy Notice (“Privacy Notice”). Any definitions not otherwise defined here shall use the definitions set forth in the Privacy Notice. It applies specifically to individuals who apply for employment, participate in our recruitment process, or otherwise express interest in working with us (“candidates,” “you,” or “your”).

This Addendum explains the types of personal information we collect during recruitment, how we use it, how it may be shared, and your choices regarding that information. In the event of a conflict between this Addendum and the Privacy Notice, the Addendum shall prevail to the extent it directly addresses personal information about candidates.

## 1. Information We Collect About Candidates

During the hiring and recruitment process, we may collect the following categories of personal information:

### Information You Provide Directly

- Contact information (name, address, phone number, email)
- Resume/CV details (employment history, education, certifications)
- Skills, qualifications, and professional background
- Cover letters, portfolios, or work samples
- Responses to interview questions or assessments
- Work authorization status
- Voluntary demographic information (where permitted by law)

### Information We Collect Automatically or Indirectly

- Information from recruiters, staffing agencies, or job boards
- Publicly available professional information (e.g., LinkedIn profiles)
- Background check information (where permitted by law), including:
  - Employment verification
  - Education verification
  - Criminal history checks
- Reference information provided by individuals you identify

### Sensitive Information

Where permitted by law and only when necessary, we may collect:

- Information related to accommodations or relevant health conditions
- Government identification for verification purposes
- Demographic information for equal opportunity monitoring

We will always comply with applicable laws governing the collection and use of sensitive personal information.

## **2. How We Use Candidate Information**

We use candidate personal information to:

- Review and evaluate applications
- Assess qualifications and suitability for employment
- Schedule and conduct interviews
- Verify identity, credentials, and background (where permitted)
- Communicate with you about your application or recruitment status
- Maintain records of our hiring activities
- Comply with legal, regulatory, or reporting obligations
- Improve our recruitment processes and candidate experience

If you are hired, certain information collected during recruitment may become part of your employment record.

## **3. How Candidate Information Is Shared**

We may share candidate personal information with:

### **Service Providers**

- Recruiting platforms and applicant tracking systems
- Background check vendors (where permitted by law)

### **References and Verification Sources**

- Individuals you identify as references
- Educational institutions or credentialing bodies

### **Affiliated or Related Entities**

- Parent companies or subsidiaries involved in hiring decisions

### **Legal and Regulatory Authorities**

We may disclose information when required to:

- Comply with applicable laws
- Respond to lawful requests from government agencies
- Protect our rights, safety, or property

We do not sell candidate personal information.

## 4. Data Retention

We retain candidate information only as long as necessary to:

- Complete the recruitment process
- Maintain records of hiring decisions
- Comply with legal or regulatory obligations
- Consider you for future opportunities (if permitted by law)

If you prefer not to be considered for future roles, you may request removal of your candidate profile by contacting your recruiter or by email to [Shelley.Gerritts@midwesternwheels.com](mailto:Shelley.Gerritts@midwesternwheels.com). Please be aware record-keeping requirements may require us to keep certain records for a period of time.

## 5. Your Choices and Rights

Depending on your location, you may have rights regarding your personal information, such as:

- Accessing or correcting your information
- Requesting deletion of your candidate profile
- Withdrawing consent where applicable
- Objecting to certain uses of your information

For more information about the applicability of these rights and how to exercise these rights, please see the Privacy Notice.

## 6. Contact Us

If you have questions about this Recruitment Privacy Addendum or our recruitment data practices, please contact us using the information provided in the **Contact Us** section of the Privacy Notice.