



MCLANE COMPANY, INC.  
PRIVACY NOTICE FOR TEAMMATE APPLICANTS

Effective Date: October 18, 2022

**1. What is this document and why should you read it?**

McLane Company, Inc. and its subsidiaries (collectively, “McLane”, “we”, “us”, or “our”) holds and processes a wide range of information, some of which relates to you as an applicant for employment with our team. This Privacy Notice describes how we collect and process personal information about you in your capacity as an applicant for employment (whether permanent or temporary) with McLane. It also sets out details of how to contact us if you have any questions regarding the personal information collected about you.

In this context, **personal information** generally means information from which you are identifiable or can be identified (e.g. your name, address, contact information, etc.), or other information about you that can be linked to you. In addition, **processing** means any activity relating to personal information, including, by way of example, collection, storage, use, consultation, disclosure, sharing and transmission.

In summary, we collect personal information about you in order to consider your application for employment. If you do not provide information that is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application.

If you visit our offices for an interview, you will be asked in to sign in as a visitor. You may obtain a copy of our Facility Access Privacy Notice at [www.mclaneco.com/facilityaccess](http://www.mclaneco.com/facilityaccess).

If you are successful in your job application and are hired as a McLane teammate, we will continue to hold the personal information you provided during the recruitment process, and you will be given a copy of McLane’s Teammate Privacy Notice.

Please be advised that both the Facility Access Privacy Notice and the Teammate Privacy Notice may contain provisions that are different from the provisions set forth in this Notice.

**2. What types of personal information do we collect and where do we get it from?**

The personal information about you that we collect includes information like your name, address, education history, and work history. We also collect what California privacy law refers to as “sensitive personal information,” including your racial or ethnic origin. Please see the charts below for more details.

We will typically collect personal information from you, either directly (for example, when you complete your online application, or when you provide follow-up information to us by phone or email) or through your interaction with our information technology resources.

We may also collect personal information about you from third-parties (that is, individuals and organizations that are not part of McLane). These third-parties may include recruiting agencies and online recruiting platforms and referees. In addition, we may obtain it from some public sources, such as publicly available directories and online resources.

The personal information about you that we collect includes information within the below categories. These categories also represent the categories of personal information that we have collected over the past 12 months and shared with our service providers, affiliates and, at times, with our parent company, Berkshire Hathaway (please see also Paragraph 4). Note that the categories listed below are defined by California state law. Inclusion of a category in the list below indicates only that we may collect some information within that category. It does not necessarily mean that we collect all information listed in a particular category.

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Category	Source	Purpose of Processing
<p><b>Personal identifiers.</b> Identifiers such as a real name, alias, postal address, unique personal identifier, online identifier Internet Protocol address, email address, account name, social security number, driver's license number, passport number, or other similar identifiers.</p>	<p>This information is collected directly from you or from our service providers.</p> <p>We may also collect it from publicly available job or professional networking sites on which you post this information.</p>	<p>This information is necessary to help determine whether to extend an offer of employment (including verifying your right to work). This information may also be necessary to comply with our legal obligations. We use this information for data analytics.</p> <p>If you are required to travel to us to interview, we may use a subset of this information to arrange your travel.</p>
<p><b>Information About You.</b> Information that identifies, relates to, describes, or is capable of being associated with, a particular individual, including, but not limited to, your name, signature, social security number, identifying information about any relatives you have who work for McLane, physical characteristics or descriptions, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.</p>	<p>This information is collected directly from you or from our service providers.</p> <p>We may also collect it from publicly available job or professional networking sites on which you post this information.</p>	<p>This information is necessary to help determine whether to extend an offer of employment (including verifying your right to work). This information may also be necessary to comply with our legal obligations.</p> <p>If you are required to travel to us to interview, we may use a subset of this information to arrange your travel.</p>
<p><b>Usage Information.</b> Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer's interaction with an Internet Web site, application, or advertisement.</p>	<p>This information is collected directly from you, typically through the use of cookies and similar technologies.</p>	<p>This information is processed in order to administer your relationship with us, including meeting our legal and compliance obligations and pursuing the efficient management of our business. It is also used for marketing purposes, including advertising potential jobs to you.</p> <p>It is processed in order to help detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, and for compliance management.</p>
<p><b>Characteristics of classes protected under federal or California law,</b> including: familial status, disability, sex, national origin, religion, color, race, sexual orientation, gender identity and gender expression, marital status, veteran status, medical condition, ancestry, source of income, age, or genetic information.</p>	<p>This information is collected directly from you or from our service providers.</p> <p>We may also collect it from publicly available job or professional networking sites on which you post this information.</p>	<p>This information is necessary to administer your relationship with us, including meeting our legal obligations and meeting our diversity and inclusion objectives.</p>

Category	Source	Purpose of Processing
Geolocation data.	This information is collected directly from you or from our service providers.	We use this information to advertise job openings that may be of interest to you.
Professional or employment-related information.	This information is collected directly from you or through our service providers.  We may also collect it from publicly available job or professional networking sites on which you post this information.	This information is necessary to help determine whether to extend an offer of employment.

### 3. Sensitive Personal Information

We do not use or disclose sensitive personal information we collect for purposes other than those generally permitted under California law. We collect the following sensitive personal information.

Category	Source	Purpose of Processing
Racial or ethnic origin, religious or philosophical beliefs, or union membership.	This information is collected directly from you or our service providers.	This information is used to administer your relationship with us, including meeting our legal obligations and meeting our diversity and inclusion objectives.
Health information.	This information is collected directly from you or our service providers.	This information is used to administer your relationship with us and manage the safety of our workforce, including to ascertain whether you may have been exposed to a virus in connection with a pandemic.

### 4. Who do we share personal information about you with, and why?

The broad classes of third parties to which we may transfer personal information about you in the above categories include:

- **Third Party Service Providers.** We disclose your information, including your personal information, to third-party service providers for purposes of administering your relationship with us, including meeting our legal obligations, and providing you with benefits and services, as applicable. We also disclose your personal information to third-party service providers to pursue the efficient management of our business, as well as to help detect security incidents;

protect against malicious, deceptive, fraudulent, or illegal activity; and for compliance management.

- **Sharing For Protection of Us, You, and Others.** We may share personal information with our tax advisors, legal advisors, and auditors, as well as when required or appropriate to: comply with law enforcement requests and legal process, such as a court order or subpoena; respond to your requests; or protect your, our, or others' rights, property, or safety.
- **Merger or Sale.** If all or a portion of McLane, the site, or McLane's assets are sold or transferred, personal information and other information collected about you may be treated as an asset and transferred in accordance with this Privacy Notice.
- **Your Permission.** We may also otherwise disclose your personal information with your permission.

We do not and do not intend to "sell" personal information about you or "share" it for cross-context behavioral advertising, as defined under applicable privacy law. We also have not done so for the last 12 months. In addition, we do not share the personal information with third parties for their direct marketing or advertising purposes.

We will endeavor to ensure that all non-governmental third parties to which we transfer personal information about you agree, as part of their contract with us, to treat personal information about you in accordance with applicable privacy laws.

## 5. Cookies

When you visit our jobs website(s), we use so-called "cookies" to operate such website(s), and to make these website(s) more user-friendly, effective, and secure. A cookie is a small piece of data sent from a website and stored in a file on your browser. A cookie is useful for having the browser remember specific information across several pages or between visits to a website. In addition to cookies, we use scripting, which is code run on the website to collect information such as actions you have completed on our website or items you click on. We also use "pixels," which are transparent image files sent from the website to your browser to help us record items like Internet Protocol address and time. For the purposes of this Privacy Notice, we refer to all these technologies as "cookies."

Our jobs website(s) does not read any information stored in a file on your browser, except in rare cases where the other website is a provider of information or functionality within our website and that cookie is necessary to make our website function correctly.

As stated above, we use cookies to operate our website. These are called "required cookies," and they will be set regardless of your consent. We also use "session cookies," which expire within 24 hours of you entering the site. Other cookies, so-called "persistent cookies," remain on your computer until you delete them. Using these cookies allow us to enhance your experience in interacting with our website, such as by helping recognize your browser the next time you visit and loading previously viewed pages faster. We use cookies to offer you the best possible experience on our website.

We also use cookies to collect browsing information in order to improve your overall experience. We use this information to track website usage and compile statistics. This helps us improve the website, so you will find it more useful and informative, and enable customized promotions that may be of interest to you. We may use the combination of data we collect, such as browsing information and email address, to join known devices together and provide you personalized experiences on the device you are currently using. Impression data from cookies, which indicates who has seen advertisements about our products and services on our website or third-party websites, may be used to improve our marketing practices. If you are a current job applicant or provided your contact information, we may use analytics software to link data we collect, such as use of our website, opening emails we send you or contacting us via phone, back to you.

You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it. Browsers may also be set up to display a warning when a cookie is used. You

may even disable your browser from accepting cookies. Disabling cookies is unique to each browser and device you use. Disabling cookies on one device will restrict the ability to tie that device to other devices you use. Parts of our website may not function properly if you disable cookies. To provide you with the best possible experience while visiting our website, please enable cookies within your browser.

#### Do Not Track

We do not currently support the capability to respond to web browser “do not track” signals.

#### Google Analytics

We use a tool called “Google Analytics” to collect information about use of our jobs website(s). This tool uses persistent cookies to allow us to see behavior information relating to visitor age, gender and interests. It also collects device information, which includes a device’s Internet Protocol address and allows us to see device type, screen information, browser information, geographic location (city, state, and country), and the preferred language used to display our website. We may use this data to create remarketing lists. Visitors can opt-out of Google Analytics for Display Advertising and customize Google Display Network ads using Google’s [Ad Settings](#). For information about opting out of Google Analytics using a browser add-on, please see this [Google page](#).

### **6. Where do we keep personal information about you and for how long do we keep it?**

We store personal information about you in physical files or on computer systems operated by or under the instruction of McLane, and/or in hard copy form at our premises or at off-site storage locations leased to McLane. We will maintain personal information about you for as long as necessary in connection with both our and your legal rights and obligations, and in accordance with our Records Retention Schedule, both during and following the period of your relationship with us. We will delete personal information about you in accordance with our Records Retention Schedule.

### **7. How do we keep personal information about you secure?**

We have reasonable measures in place to prevent personal information from being accidentally lost, used, or accessed in an unauthorized way. We limit access to personal information to those who have a business need for such access. Those individuals who process personal information on our behalf may do so only in an authorized manner. They are also subject to a duty of confidentiality. We have policies in place that regulate how employees within McLane must handle information, including personal information. We limit access to our premises and to our computer networks, and we take reasonable steps to safeguard against unauthorized access to such premises and networks. We have procedures in place to manage any suspected information security breach and will notify you and any applicable regulator of an information security breach consistent with legal requirements.

### **8. What are your rights in relation to personal information about you and how can you exercise them?**

Depending on where you live, your current jurisdiction and applicable privacy laws, and subject to any relevant restrictions/exemption, you may be entitled to all or some of the rights described below regarding your personal information, subject to certain conditions and limitations. Only those rights relevant in your jurisdiction will apply, and our inclusion of information about privacy laws does not imply that all privacy laws are applicable. We may, however, choose to offer these rights, even if we are not required to under applicable privacy law. If you are a California resident, you are entitled to these rights as a McLane teammate applicant effective January 1, 2023.

- *Right to Know* - You may be entitled to request that we disclose to you personal information we have collected about you, the categories of sources from which we collected the information, the purposes of collecting the information, the categories of third parties with whom we have shared the information, the categories of personal information that we have shared with third parties for a business purpose, the categories of information sold, and the categories of third parties information is sold to. In some instances, you may have the right to receive the information about you in a portable and readily usable format. Before providing any of this information, we must be able to verify your identity.

- *Right to Opt-Out* - You may have the right to opt-out of information sharing that constitutes “selling” or “sharing” personal information under California law.
- *Right to Limit* - You may have the right to direct us to limit our use of your sensitive personal information to certain purposes.
- *Right to Deletion* - Subject to certain conditions, you may be entitled to request that we delete personal information about you. Before deleting personal information, we must be able to verify your identity. We will not delete personal information about you when the information is required to fulfill a legal obligation, is necessary to exercise or defend legal claims, or where we are required or permitted to retain the information by law. For example, we cannot delete certain personal information about you while continuing to provide you with certain products and services or where we are legally required to retain certain information.
- *Right to Correction* - You may be entitled to request that we correct inaccurate personal information. Before collecting personal information, we must be able to verify your identity. We will not correct personal information about you when the information is required to fulfill a legal obligation, is necessary to exercise or defend legal claims, or where we are required or permitted to retain the information as-is by law.

Data solely retained for data backup purposes is principally excluded from these rights until it is restored to an active system or next accessed or used for a sale, disclosure, or commercial purpose.

If you chose to exercise any of these rights, to the extent that they apply, privacy law prohibits us from discriminating against you on the basis of choosing to exercise your privacy rights.

Please note that under applicable privacy law, we are only obligated to respond to requests to know from the same consumer up to two times in a 12-month period. In addition, under applicable privacy law, and for the protection of your personal information, we may be limited in what personal information we can disclose.

Before providing information, you request in accordance with these rights, we must be able to verify your identity. In order to verify your identity, you will need to submit information about yourself, including your name, contact information, state of residency, and, to the extent applicable, providing your account login credentials. We will match this information against information we have previously collected about you or provided to you to verify your identity and your request. If we are unable to verify your identity as part of your request, we will not be able to satisfy your request. We are not obligated to collect additional information in order to enable you to verify your identity. For deletion requests, you will be required to submit a verifiable request for deletion and then confirm separately that you want personal information about you deleted.

If you would like to appoint an authorized agent to make a request on your behalf, you must provide the agent with written, signed permission to submit privacy right requests on your behalf. Alternatively, your authorized agent may provide evidence of having power of attorney or acting as a conservator for you. Note that we may require you to verify your identity with us directly before we provide any requested information to your authorized agent unless your authorized agent has power of attorney or acts as a conservator, in which case we will not contact you directly.

Information collected for purposes of verifying your request will only be used for verification.

You can submit requests related to your personal information by calling us at 1-800-826-4035 to speak to a member of our team or clicking the link on McLaneco.com titled “Personal Information Request,” which will allow you to access a web form for submitting requests once you input a valid California zip code.

## 9. Children and Minors

We do not knowingly collect personal information directly from applicants for employment who are under 18 years of age, and we do not have actual knowledge of selling personal information of

applicants for employment who are under 18 years of age. None of our job postings are intended for applicants under 18 years of age, and some job postings are limited to applicants who are at least 21 years of age. No one under 18 years of age should submit or post personal information through a job application to McLane.

#### **10. Changes to this Privacy Notice**

We may change this Notice at any time. The Notice, and any updates to the Notice, will be loaded onto our Applicant Tracking System where you completed your online application. It will also be posted on [mclanecareers.com](http://mclanecareers.com), [joinmclane.com](http://joinmclane.com), and other applicant sites we may operate from time-to-time. The date the Notice was last revised will appear at the top of the page.

#### **11. Where can you find out more?**

If you have any questions, concerns, complaints or suggestions regarding our Notice or the personal information collected about you, please call 1-800-826-4035.