

**Costco Wholesale Corporation
California Job Candidate Notice at Collection**

Effective Date: January 1, 2023

If you are a resident of California, you have the right under the California Consumer Privacy Act (“CCPA”), as amended by the California Privacy Rights Act, to receive notice of the categories of personal information we collect, the purposes for which those categories of personal information will be used, and how we determine the length of time for which the personal information is maintained. You are also entitled to receive notice regarding your rights under the CCPA. To the extent that we collect personal information relating to you in your capacity as an applicant for employment by Costco Wholesale Corporation (“Costco”), that is subject to the CCPA, that information and our practices are described below.

If you become employed by us, please refer to the Employee Agreement and other Costco policies for information about our privacy practices related to workforce members. If you use our websites or mobile applications, or utilize any Costco service in your personal capacity, the [Costco Wholesale Corporation Privacy Notice](#) applies. This notice does not constitute or form part of any contract with you.

1. How We Collect Information

- Directly from you, during recruitment (e.g., the application form that you complete during the recruitment process, or in interviews or through the completion of any tests or surveys);
- From third parties, when you authorize such parties to submit information on your behalf (e.g. recruiters) or authorize us to collect information (e.g., references and background checks);
- Created by us, when we review your job application or interview you;
- Automatically, when you physically enter a Costco location or office.

If you submit an application through third-party job posting services, please be advised that we do not control the privacy practices of these services. Please review the privacy notices posted by those services carefully prior to providing application information.

2. Information We Collect

To carry out the purposes of processing listed in this Policy, we may collect, store, and process the information listed below. CCPA requires us to list categories of personal information using the categories enumerated in the law; those categories are listed in the column on the right.

Category	Examples of Information Collected	California Consumer Privacy Act Categories
Personal Details	Contact information (such as name, telephone number, physical address,	● Identifiers

	email, and other contact details) as well as demographic details and other characteristics you choose to inform us about, such as information about your race, ethnicity, gender, veteran status, or whether you have a disability	<ul style="list-style-type: none"> ● Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)) ● Protected classification characteristics under California or federal law ● Inferences drawn from other information ● Sensitive Personal Information
Recruitment Data and Professional Qualifications	Previous work experience, education, skills, and other qualifications; professional and other work-related licenses, permits, and certifications; work authorization status; information relating to references, background check results (and if applicable, drug tests); information regarding your desired compensation; union status (if applicable)	<ul style="list-style-type: none"> ● Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)) ● Professional or employment-related information ● Education information ● Sensitive Personal Information
Audio and visual information	Video taken by security cameras if you visit our warehouses or other Costco location (for example, for an interview)	<ul style="list-style-type: none"> ● Sensory data

We also collect any other information you elect to provide to us, including information from social media sites if you choose to link your application to a social media page.

We do not collect the following categories listed in the CCPA: Commercial Information; Biometric Information; Internet or other similar network activity; Geolocation data.

3. How We Use Your Information

All categories of information listed above are used for the following business purposes:

- To conduct our hiring process. We use your information to evaluate your qualifications for the job you applied for or future jobs that may match your qualifications, and to communicate with you regarding your job application or other inquiries and requests.
- To evaluate the effectiveness of our hiring practices. We may use your information to support our efforts to create and maintain a diverse workforce or otherwise analyze our practices.

- To comply with legal and regulatory obligations. We may process your information to comply with our regulatory requirements or in connection with inquiries from regulators, law enforcement agencies, or parties involved in litigation, in each case anywhere in the world.
- As necessary to maintain the health, safety, and security of our workforce and the workplace, and to safeguard Costco’s assets, interests, and legal rights.

4. How We Share Your Information

We may disclose your information to the following:

- *Service Providers.* All categories of personal information may be disclosed to service providers, which are companies that we engage to conduct activities on our behalf, such as application processing, recruitment, auditing and accounting, professional services, measurement and analytics services, security and fraud prevention, maintenance and hosting of our systems, and IT. Service providers are restricted from using personal information for any purpose that is not related to our engagement.
- *Legal.* We share information where necessary to comply with applicable law, to respond to requests from law enforcement agencies or other government authorities or third parties, as permitted by law and without your consent when it is necessary to protect our customers, employees, or property; report, investigate, or prevent illegal activities; in emergency situations; or to enforce our rights under our terms of service and policies.

The law also requires us to list the categories of third parties to whom we “sell” or “share” personal information. Under the CCPA, a business “sells” personal information when it discloses personal information to a company for monetary or other benefit. We do not sell personal information relating to our job applicants.

If Costco, or any portion of our assets, are acquired by, merged with, transferred to, or invested in by another company, we may share your personal information with that company or other third parties involved in the business transition.

5. Retention of Your Information

California law requires us to provide information regarding the criteria we use to determine the length of time for which we retain personal information. We utilize the following criteria to determine the length of time for which we retain job application information:

- The business purposes for which the information is used, and the length of time for which the information is required to achieve those purposes;
- Whether we are required to retain the information type in order to comply with legal obligations or contractual commitments, to defend against potential legal claims, or is otherwise necessary to investigate potential illegal activities or activities in violation of Costco’s policies and procedures applicable to you, to ensure a security of our business, facilities, systems, employees, customers or the public, or to protect health and safety;

- The privacy impact on the consumer of ongoing retention; and
- The manner in which information is maintained and flows through our systems, and how best to manage the lifecycle of information in light of the volume and complexity of the systems in our infrastructure.

All criteria are applied similarly to all categories listed above. If you receive and accept an offer of employment, we may retain your application materials as part of your employee records.

6. Security

We use physical, technical, and administrative measures designed to protect the information we collect. Unfortunately, no data transmission or storage system is guaranteed to be secure, and Costco makes no specific representation or commitment regarding the security of your personal information, except as otherwise required by law.

7. Your Rights

You have the right to request **access** to personal information collected about you and information regarding the source of that personal information, the purposes for which we collect it, and the third parties and service providers with whom we share it. You also have the right to request we correct inaccurate information, and to request in certain circumstances that we delete personal information that we have collected directly from you. You have the right to be free from discrimination based on your exercise of your CCPA rights.

How to Submit a Request

You may submit a request to exercise your rights to know/access, correct, or delete your personal information through one of two means:

- By completing the form at www.costco.com/RightsRequest
- By calling us at 1-800-605-3364

Upon submission of your request, we will contact you (via the email address provided in your request) with instructions on how to verify the request. After which we will check our records for matching information, and aim to complete requests as soon as reasonably practicable and consistent with applicable law. You may authorize another individual or a business registered with the California Secretary of State (an authorized agent) to make requests on your behalf through these means.

We may decline your request, or respond to it in a limited way, when permitted by law. If we do, we will give our reasons for doing so in our response to your request.

You have the right to **opt out of the sale or sharing of your personal information**. However, Costco does not sell or share personal information relating to our job applicants.

You have the right to request, in certain circumstances, that we **limit the processing of your sensitive personal information**. However, Costco limits its processing of sensitive personal information relating to job applicants to purposes permitted under California law, and processes such information only as reasonably necessary and proportionate for those purposes. Costco does not use sensitive personal information relating to job applicants for the purposes of inferring characteristics of an individual. Accordingly, Costco does not offer an option to limit further processing of sensitive personal information.

8. Changes

We may change this Privacy Notice from time to time at our sole discretion. You can see when the Notice was last updated by checking the effective date at the top of this Privacy Notice. We may also notify you in other ways from time to time about the collection, use, and disclosure of your personal information described in this Notice.

9. Questions about Our Use of Your Information

If you have a privacy concern, complaint, or question, please contact us at US_Privacy@costco.com or write us at PO Box 35128, Seattle, WA 98124.