

CTM Recruitment Privacy Notice to California Residents

This notice to California Residents pursuant to the California Consumer Privacy Act and the California Privacy Rights Act supplements the information contained in our Website Privacy Policy and corporate Privacy policies, procedures, and standards, and applies solely to applicants and potential new hires who reside in the State of California (“you”). We adopt this notice to comply with the California Consumer Privacy Act of 2018 (“CCPA”), the California Privacy Rights Act of 2020 effective January 1, 2023 (“CPRA”) and other California privacy laws. Any terms defined in the CCPA and CPRA have the same meaning when used in this notice.

Corporate Travel Management (CTM) NA is committed to protecting your personal information and handling such information in accordance with applicable law.

This Recruitment Privacy Notice outlines how CTM NA uses personal data as part of our recruitment and selection practices. This includes how we may collect, use, share and process your personal data when you apply for a job opportunity.

What personal data CTM NA collects

Data is collected about you based on your request for consideration of employment with CTM NA. You are not required to provide requested information to CTM NA, however failing to do so may, because of insufficient information, preclude you from consideration for employment for the job for which you applied.

How personal data is used and shared

Your data is used to support recruitment and employment considerations as summarized below and is only shared as needed for our recruitment and selection activities. If you are hired, your data will be used to complete the new hire process and establish you as an employee. We do not sell or share information with third parties for the purpose of marketing their products or services to you. The primary activities for which such data is used or shared are:

- Applicant screening
- Qualifications evaluation
- Moving applicants through the application and recruitment process
- Conducting background checks and/or employment verifications as authorized by the applicant
- Adhering to business requirements, to include record keeping, employment laws and reporting where applicable
- Payroll and insurance compliance such as taxes, social security and other government programs
- Website and mobile applications operations – Data is used to monitor and improve performance and content of our services, provide updates, analyze trends and usage of our service and measuring effectiveness of our postings.

Who will have access to your personal data

Generally, access to your personal data will be limited to representatives in CTM NA’s regional and/or global organization for business purposes associated with this Privacy Statement. This may include but not limited to, hiring managers and those involved in recruitment/selection, regional and/or global HR

representatives, IT, Legal and/or others as needed in accordance with this Privacy Statement and applicable laws and/or our policies/procedures.

In addition, and based on business need, CTM NA may share your personal data with third parties such as service providers and public entities as part of the recruitment and selection process and in accordance with this Privacy Statement. Service providers may include, but not be limited to those that host and support CTM NA's applicant tracking system or manage virtual/online interviews or similar HR systems; background screening vendors; or any other recruitment, onboarding or HR related service providers for CTM NA.

Personal data may be shared with government and/or law enforcement entities related to legitimate processes; or with a third party in connection with a proposed or actual merger, acquisition, reorganization, or other disposition of CTM NA business, assets or stock.

International transfer

As a global organization with global IT and HR systems, your personal data may be transferred outside your home country likely to a location where CTM has offices for purposes described herein as appropriate. Any transfer of personal data and regardless of where such data is processed, will be made as permitted by applicable laws and in accordance with CTM policies/procedures.

Your rights

You may have the right to request to be informed of the status of the processing your data and/or be provided access to correct, remove or object to our use of your information. To exercise any such right, please contact us per the contact information provided below. Please note that exercising a right to withdraw your consent or otherwise limit your consent to our use of your personal data will not impact CTM NA's lawful processing of your personal data based on your consent prior to exercise or our right to continue processing based on other legal bases beyond your consent. Further, we may also have a need to retain certain data for recordkeeping or other purposes permitted by law.

Diversity and Equal Opportunity

CTM NA is an equal-opportunity employer and is committed to fostering a diverse, equitable, and inclusive workforce. All qualified applicants applying for job openings posted in the U.S. will receive consideration for employment without regard to and will not be discriminated against on the basis of, race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, marital status, or any other characteristic or status protected by applicable law.

If you are a qualified individual with a disability or a disabled veteran and would like to request an accommodation in order to apply for a position, you may contact us by clicking [here](#). We will make every effort to respond to your request for assistance as soon as possible. Please provide a preferred contact method for response via email or phone.

Flexible work arrangements are available. Depending on role, location, and business needs, colleagues may work onsite, hybrid (combination of in-office and virtual) or fully virtual.

[Click here](#) to view EEO and Other Legal Notices.

Changes

CTM NA reserves the right to make changes to this privacy statement periodically as our recruitment and selection practices and/or legal obligations change. Any material changes will be posted on our website and if/when applicable, a direct communication may be sent to the individual regarding the change.

How to contact us

CTM NA is committed to protecting your personal data. For questions and/or concerns about the CTM NA recruitment privacy, or to exercise your rights, please contact our Privacy Office:

privacyoffice@travelctm.com

Toll free: 1-866-363-2903