

PRIVACY NOTICE TO JOB APPLICANTS

Schell & Kampeter, Inc. d/b/a Diamond Pet Food (“Diamond Pet Food”), including its subsidiaries and affiliates (collectively, “Company”, “we”, “us”, or “our”), is committed to ensuring the protection of Personal Information submitted to us in the job application or placement process. This California Residents’ Notice (“Notice”) describes what Personal Information we collect, how it is processed, and the rights and obligations you may have in connection with it.

1. INFORMATION WE COLLECT ABOUT JOB APPLICANTS

Diamond Pet Food may collect the personal information described below that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly with you (“Personal Information”) for business purposes as part of your employment application with Diamond Pet Food. We will not collect additional categories of Personal Information or use it for purposes beyond the scope of those identified below without obtaining consent.

- (a) **Identifiers and demographic data.** This includes data such as title, full name, gender, age, contact details, such as current and prior home and work address, phone number(s), email address(es), your geographic preferences for the location of employment, driver’s license details, proof of eligibility to work and details of any work permit application, including biometric data.
- (b) **Sensitive data.** This includes data like financial account numbers, Social Security, Driver’s License, Passport or other governmental identification number, medical or health related information, biometric data, performance reviews, etc. collected for business purposes.
- (c) **Characteristics of protected classifications under California and Federal law.** This includes but is not limited to data such as citizenship, race, ethnic origin, or nationality.
- (d) **Professional or employment-related information.** This includes information such as work history, prior employer information, and professional certifications.
- (e) **Non-public education information.** This is information related to your academic credentials such as what school you went to, what your GPA was, what activities or sports you did in school, or other data on your school transcripts.

Personal Information does not include publicly available information, *i.e.*, information that is lawfully made available from federal, state, or local government records. Personal Information does not include information that is deidentified or aggregate consumer information.

2. WHERE WE GET YOUR PERSONAL INFORMATION

Diamond Pet Food obtains the categories of Personal Information listed above from the following categories of sources:

- Directly from you. For example, from forms you complete or products and services you purchase (if any).
- From prior employers, references, recruiters, recruitment agencies and job-related social media platforms.
- From independent third parties related to your eligibility for employment, such as background check companies and drug testing facilities.

3. USE OF YOUR PERSONAL INFORMATION

Diamond Pet Food will process your Personal Information for the purposes listed below, primarily related to your employment application and, if you are hired, for employment-related purposes, including:

- (a) Recruitment, including, verifying eligibility to work, obtaining professional and personal references and screening of educational and professional background data prior to and during the course of the interviewing process and employment, including carrying out criminal record checks (where permitted under applicable law).
- (b) Assessing your suitability for employment with Diamond Pet Food.
- (c) Verifying certain information about you.
- (d) Conducting application and employment-related statistical analyses.
- (e) Communicating with you during the hiring process and, if hired, during employment.
- (f) Compliance with all relevant legal, regulatory and administrative obligations and responsibilities of Diamond Pet Food.
- (g) Conducting exit interviews.
- (h) For a purpose described to you when collecting your Personal Information.

We will not collect additional categories of Personal Information or use the Personal Information we collected for materially different, unrelated, or incompatible purposes without providing you notice.

4. HOW WE DISCLOSE YOUR PERSONAL INFORMATION

Within our company and group of companies:

Because we have operations in many different locations, we may transfer your information from one legal entity to another or from one location to another in order to accomplish purposes listed in this Notice (including those for which we retain service providers as described below). We will transfer your personal information in a manner that is consistent with applicable legal requirements.

With third parties:

We may disclose your Personal Information to a third party for a business purpose. A business purpose means the use of Personal Information for the Company's operational purposes or business needs that are reasonably necessary and proportionate to achieve the purpose for which information was collected. For purposes of job applicant information, examples of Business Purposes include, but are not limited to:

- (1) Recruiting;
- (2) Background and criminal history checks;
- (3) Selection and administration of the workforce;
- (2) Business operations and human resources administration;
- (3) Ensuring the security, safety and protection of workers and resources; and
- (4) Legal, regulatory and audit obligations.

When we disclose Personal Information for a business purpose, we enter into a contract that describes the purpose and requires the recipient to both keep that Personal Information confidential and not use it for any purpose except performing the contract. These third parties are "Service Providers" and/or "Contractors" as defined by applicable law.

We may also disclose your Personal Information to another company as part of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets to that company; or where required by Diamond Pet Food policy, law, or in response to valid legal process compelling disclosure.

We disclose your Personal Information for business purposes only to Service Providers and/or Contractors, where required by law, or in response to valid legal process compelling disclosure.

5. SELLING YOUR PERSONAL INFORMATION

Diamond Pet Food does not and will not sell your Personal Information.

6. RETENTION OF YOUR PERSONAL INFORMATION

Diamond Pet Food retains Personal Information about you for business purposes; this information is retained pursuant to the our Records Retention Schedule. Our customary retention of job applicant information is a period of years after a hiring decision is made or after an individual terminates or retires from employment, except when a legal obligation to preserve information exists.

7. CALIFORNIA RESIDENTS' RIGHTS

If you are a California resident, you have a right to inquire about the personal information we collect, use, disclose and sell about you and the right to request deletion, subject to certain limitations. Please see "Inquiries" section below for information on how to exercise such rights.

You may also access or change certain application or candidate information directly in your candidate profile or by submitting a request to <https://diamondpetcompany.com/general-inquiry/>. To report problems with the application website or to pose questions or concerns, contact us by emailing hrcompliance@diamondpet.com.

8. APPLICABILITY

We reserve the right to amend this Notice from time to time at Diamond Pet Food's discretion.

9. DIAMOND PET FOOD'S PRIVACY POLICY

A copy of Diamond Pet Food's Privacy Policy can be found [here](#).

10. INQUIRIES

For any inquiries, questions or concerns you have about this Notice, please contact us at: 866-214-6945 or <https://diamondpetcompany.com/general-inquiry/>.