

THE SHADE STORE APPLICANT PRIVACY NOTICE

Last Updated: May 2025

This Applicant Privacy Notice (“**Notice**”) describes the types of information that The Shade Store, LLC and its subsidiaries and affiliates (“**The Shade Store**,” “**we**,” or “**us**”) collects from prospective, current, and past employees, how we use that information, and how we may share that information. For additional information about our corporate data privacy practices, please review our Privacy Policy at www.theshadestore.com/corporate-info/privacy-policy.

Personal Information We Collect from Applicants

We collect a range of Personal Information throughout the application and hiring process. “**Personal Information**” means information that uniquely identifies, relates to, describes, or is reasonably capable of being associated with or linked to you. We may collect the following types of Personal Information from candidates at The Shade Store:

- Your name, address, email address, telephone number, and other contact information;
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, or other information you provide to us during the application process;
- Information from interviews you may have, if any;
- Sensitive and/or demographic information, such as social security number, gender, information about your citizenship and/or nationality, sexual orientation, medical or health information, and/or your racial or ethnic origin;
- Reference information and/or information received from background checks (as applicable), including information provided by third parties;
- Compensation and benefits package information;
- Evaluations, survey responses, and similar information;
- Information relating to any previous applications you may have submitted to The Shade Store and/or any previous employment history with The Shade Store;
- Banking information for direct deposit purposes, income history and income information, and benefits information as well as information regarding your beneficiaries;
- Audiovisual or information, such as visual or audio collected by security cameras, or virtual interviews
- Information collected from you automatically when you use our website or while connected to The Shade Store’s internet through cookies, web beacons, pixel tags, and other online tracking mechanisms.

Personal Information Collected From Other Sources

We obtain Personal Information about individuals from various third-party and public sources and we may combine that data with Personal Information we have. For example:

- We may collect application information from recruiters;
- We may collect information regarding past employment (including performance information) from former employers;

- We may collect information regarding your citizenship or eligibility to work in the country where you would be employed from government agencies;
- We may collect your credit history and/or criminal record if you consent to a credit check or background check;
- We may collect information relating to your qualifications to work with The Shade Store from your references;
- We may collect your drug test results from the third-party services provider The Shade Store uses to perform drug tests; and
- We may collect tax-related information from the Internal Revenue Service and other information from similar agencies, such as garnishment reporting agencies.

Purposes for Which We Collect Personal Information

The Shade Store processes your Personal Information as described in this Notice for the following purposes:

- **To Manage Recruiting and Hiring Processes.** We may use your Personal Information in the hiring process to conduct interviews. We may also use your Personal Information to perform background and reference checks, with your consent, if you are offered a position. We may use Personal Information to communicate with you regarding the recruiting process, to learn where you heard about The Shade Store, and to evaluate and improve our recruiting processes.
- **To Communicate with You.** We may use your Personal Information to provide information to you, to respond to your questions, to notify you of changes to your compensation and benefits program, or to notify you of emergencies.
- **To Manage the Onboarding Process.** Upon being hired by The Shade Store, we will collect Personal Information when you complete new hire paperwork to assist us in administering salary and benefits and to assist us with complying with governmental and legal requirements.
- **To Administer Compensation and Benefits Programs.** We will use Personal Information to process payroll, pay taxes, help employees address employment-related tax issues, administer benefits, and handle work-related expense reimbursements. We may also use this Personal Information to manage requests for accommodations and to administer employee claims, such as under workers' compensation or unemployment benefits.
- **For Performance Management.** The Shade Store collects Personal Information to assess your performance, assist in career development, conduct pay and grading reviews, and to handle any employment-related disputes. We may also use Personal Information to investigate or respond to violations of The Shade Store's policies and to gather information for disciplinary actions. We use Personal Information for purposes of internal performance improvement and disciplinary processes, and to respond to complaints. We may monitor your activity on our properties or in our vehicles through video surveillance, and we may use monitoring software on The Shade Store devices or in company-owned vehicles.
- **For Employee Engagement, Retention, and Programming.** We may use your Personal Information to assist us with education, training, and professional development programs, as well as for employee retention, engagement, and inclusion programs.
- **To Cooperate with Law Enforcement and Courts.** We may disclose your Personal Information in response to a subpoena, a search warrant, or other legally valid process. We may use your

Personal Information to cooperate with law enforcement or other government entities if you are suspected of having violated applicable laws or are subject to wage garnishment orders. We may also use Personal Information to respond to and manage legal claims against The Shade Store or its personnel, including discovery in litigation.

- **For Record Keeping.** We use and store Personal Information to comply with legally required or industry standard business and employment record-keeping requirements, and to respond to governmental requests for information.
- **For Health, Safety, and Operational Effectiveness.** We use Personal Information to protect your health and safety, or the health and safety of others. We may also use this information to respond to an employee-related emergency, to protect our facilities and personal property, and to ensure eligibility to work at one of our offices. We may use Personal Information for operational efficiency, including to improve the accuracy of time management systems, or for any other legitimate business purpose, such as financial management and reporting, workforce and succession planning, merger and acquisition activities, customer service, and maintenance of licenses, permits and authorization applicable to Company operations
- **To Protect Our Legal Rights.** We may use your Personal Information to protect our legal rights, to defend a claim or lawsuit, and to investigate or prevent actual or suspected loss or harm to persons or property. We may use your Personal Information to seek legal, accounting, or other professional advice.
- **To Safeguard Our People, Systems, and Property.** We may use your Personal Information to monitor the use of our information systems and electronic resources, to conduct internal audits or investigations, and for safety and security of The Shade Store employees, visitors, and offices. We also may use such information to protect The Shade Store against illegal activity and misconduct such as fraud, deceptive practices, and data security incidents. We use this information to offer, operate, maintain, deliver, troubleshoot, and update the websites, programs, network, and systems used by The Shade Store in the course of its business.

How We Disclose Your Personal Information

We disclose your Personal Information in the following circumstances:

- **Within The Shade Store.** We may disclose your Personal Information internally within The Shade Store for the purposes of human resources and business administration functions. All The Shade Store employees who access or process applicant Personal Information are required to comply with The Shade Store's privacy and security policies.
- **Service Providers.** The Shade Store may disclose Personal Information to third-party service providers or suppliers ("**Service Providers**"), such as data storage providers, website or mobile application hosting providers, email service providers, and other third parties who provide services to help operate our business.
- **Legal Requirements.** We will cooperate with law enforcement and other governmental agencies. We may disclose Personal Information for the following legal purposes:
 - If we believe in good faith that we are legally required to disclose that Personal Information.
 - If we are advised to disclose Personal Information by our legal counsel.

- When necessary to identify, contact, or bring a legal action against someone who may cause or be causing harm to us or any other party, or who may be interfering with the legal rights of The Shade Store or any other party.
 - For tax and payment purpose (e.g., the Internal Revenue Service).
 - To protect our rights or property, protect your health and safety, or the health and safety of others.
 - To detect and investigate suspected or actual violations of company policies, fraud, or illegal activity, or to respond to a government request.
 - To respond to an emergency.
- **Professional Advisors.** We may share Personal Information with our professional advisors, such as our attorneys and accountants, in their capacity as advisors, including for advice on potential or actual litigation matters.
 - **Change in Ownership.** We may use and disclose Personal Information in connection with the evaluation of a change of control of The Shade Store, such as in the event of a merger, acquisition, or sale of assets. We may provide Personal Information both in connection with a due diligence process or it could be transferred as part of the change of control to subsequent owner(s). If we (or our assets) are acquired or if we go out of business, enter bankruptcy, or go through some other change of control or reorganization, Personal Information and other information could be one of the assets transferred to or acquired by a third party, or reviewed as part of the due diligence process.

De-Identified/Aggregate Information

We may collect or create information that is de-identified or aggregate information that does not identify a natural person (“**De-Identified Information**”). The Shade Store is the sole and exclusive owner of De-Identified Information and may use or share such information for any legal business purpose. For example, The Shade Store may create De-Identified Information about its employees to learn about the success of its recruiting processes.

Data Security

The Shade Store makes commercially reasonable efforts to protect its employees’ Personal Information. We protect Personal Information using technical and organizational measures designed to reduce the risks of loss, misuse, and unauthorized access, disclosure, alteration, and destruction of Personal Information appropriate to the type of Personal Information processed.

Notwithstanding our security safeguards, it is impossible to guarantee 100% security in all circumstances. The Shade Store employees are responsible for safeguarding the security of any password, user ID, or other form of authentication involved in obtaining access to password-protected or secure areas of any The Shade Store-owned or licensed platforms. If a breach of your Personal Information occurs, we will notify you of the breach if and as required under applicable law. To protect you and your Personal Information, The Shade Store may suspend your use of any TSS programs or platforms without notice during an investigation if any breach of security is suspected.

Retention of your Personal Information

Personal Information will be stored in accordance with applicable laws and kept as long as needed to carry out the purposes described in this Notice or as otherwise required by applicable law, taking into consideration any statutorily mandated minimum periods of time required by applicable jurisdictions. Personal Information which is no longer to be retained will be securely destroyed or permanently erased.

from our systems, and we will also require third parties to destroy or erase such Personal Information where applicable.

No Expectation of Privacy and Monitoring

Except where applicable law provides otherwise, you should have no expectation of privacy when using The Shade Store's devices, networks, or systems, including, but not limited to, transmitting and storing files, data, and messages on or through The Shade Store's electronic information and communication systems.

You are expressly advised that **The Shade Store reserves the right to monitor, intercept, and review, without further notice, any person's activities while using The Shade Store's IT resources and communications systems, including, but not limited to, email (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, and you consent to such monitoring by your acknowledgement of this Privacy Notice and your use of such resources and systems.** This might include, without limitation, the monitoring, intercepting, accessing, recording, disclosing, inspecting, reviewing, and retrieving of transactions, messages, communications, postings, logins, recordings, and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The Shade Store further reserves the right, to the extent permitted by applicable law, without consent, to search and monitor all premises and property belonging to The Shade Store.

The Shade Store may implement security checks and technologies in and around our offices, vehicles, and facilities, including, without limitation, badge logging and cameras. Cameras may record images of all persons entering our offices, vehicles, and facilities. There should be no expectation of privacy in and around The Shade Store's offices, vehicles, and facilities, with the exception of restrooms or other designated private spaces.

Michigan and Connecticut Applicants

This paragraph applies to our collection and use of social security numbers if you are a resident of Michigan. The Shade Store will ensure, to the extent practicable, the confidentiality of the social security numbers it possesses or obtains. The Shade Store further prohibits unlawful disclosure of the social security numbers, limits who has access to information or documents that contain the social security numbers, securely disposes of documents that contain the social security numbers in accordance with applicable law, and establishes penalties for violation of these requirements, including, but not limited to, suspension or termination of employment.

California Employees

This Section applies to our collection and use of "Personal Information" if you are a resident of California, as required by the California Consumer Privacy Act of 2018 and its implementing regulations, as amended by the California Privacy Rights Act ("CCPA").

The Shade Store makes the following disclosures regarding Personal Information collected, sold, and shared by us within the preceding 12-month period.

Sources of Personal Information

We collect Personal Information from the categories of sources detailed in the “Personal Information We Collect” and “Personal Information Collected From Other Sources” sections above.

Use of Personal Information

We collect Personal Information for the business and commercial purposes detailed in the “Purposes for Which We Collect Personal Information” section above.

Disclosure of Personal Information

The categories of third parties to whom we disclose Personal Information for a business or commercial purpose are detailed in the “How We Disclose Your Personal Information” section above. The categories of third parties to whom we “sell” or “share” Personal Information (as those terms are defined in the CCPA) are summarized in the chart below. We do not knowingly sell or share the Personal Information of minors under the age of 16.

Category of Personal Information Collected	Third Parties to whom Personal Information is Sold or Shared
Identifiers	We do not sell or share this category of Personal Information.
Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))	We do not sell or share this category of Personal Information.
Protected classification characteristics under California or federal law	We do not sell or share this category of Personal Information
Internet or other similar network activity	We do not sell or share this category of Personal Information
Sensory data	We do not sell or share this category of Personal Information
Inferences drawn from other Personal Information	We do not sell or share this category of Personal Information
Professional or employment-related information	We do not sell or share this category of Personal Information.
Non-public education information	We do not sell or share this category of Personal Information.
Sensitive Personal Information	We do not sell or share this category of Personal Information.

Under the CCPA, you have the following rights with respect to your Personal Information:

Privacy Right	Description
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Notice	The right to be notified of what categories of Personal Information will be collected at or before the point of collection and the purposes for which they will be used and shared.
Access	The right to request the categories of Personal Information that we have collected, the categories of sources from which the Personal Information was collected, the specific pieces of Personal Information we have collected about you, the business purposes for which such Personal Information is collected and shared, and the categories of third parties to which such Personal Information has been disclosed.
Erasure	The right to have your Personal Information deleted, subject to applicable exceptions.
Correction	The right to request that we correct any incorrect Personal Information that we collect or retain about you, subject to certain exceptions. Once we receive and confirm your verifiable consumer request (see below), we will correct (and direct any of our service providers that hold your data on our behalf to correct) your Personal Information from our records, unless an exception applies. We may deny your correction request if (a) we believe the Personal Information we maintain about you is accurate; (b) correcting the information would be impossible or involve disproportionate; or (c) if the request conflicts with our legal obligations.
Automated Decision Making	The right to request information about the logic involved in automated decision-making and a description of the likely outcome of processes, and the right to opt out. The Shade Store does not currently engage in any automated decision-making practices.
Opt Outs	The right to opt out of the sale or sharing of Personal Information (if applicable).
Limit Use of Sensitive Personal Information	The right to limit the use and disclosure of sensitive Personal Information to certain business purposes (if applicable).

How to Exercise Your Rights

Individuals who are residents of the State of California have certain individual rights. Information about these rights and how to exercise them, along with other information about our data privacy practices, is available in the Company's California Privacy Notice at <https://www.theshadestore.com/corporate-info/ccpa>.

Spouses, Dependents, and Associates. If you have knowledge that we collected Personal Information related to your spouse, dependent, or associate, please share a copy of this Notice with all such individuals.

Changes to this Notice

We reserve the right to amend this Notice at any time without advance notice, but we will update the “Last Updated” date above when we do so.

Contact Us

For any questions or concerns, please contact consumerinfo@theshadestore.com.