

# STUMPTOWN

## COFFEE ROASTERS

### EMPLOYMENT APPLICANT PRIVACY NOTICE

The purpose of this Privacy Notice (“**Notice**”) is to inform employment applicants of Stumptown Coffee Corp. (the “**Company**” or “**we**” or “**us**”) of the categories of personal information we collect and the purposes for which we use such personal information.

#### 1. **Categories of Personal Information We Collect**

Throughout the course of applying with the Company, we collect the following categories of Personal Information about you to manage your application:

- **Contact information:** such as first name, middle name, last name, preferred name, suffix, address, phone numbers and email address.
- **Job application information:** such as candidate details, status, ranking, email address, address, prior employer, job history, work and corporate title, education, qualifications, references, criminal record checks (where lawful), desired function and work location, licenses, professional certifications and affiliations, educational certificates, work experience, resume information, in each case provided in connection with your application for employment with us.
- **Identification Information:** such as your social security number, driver’s license number, and information about your visa status or other right to work.
- **Results of background checks and screening:** such as education verification and criminal and driving license checks.
- **References:** such as opinions and comments of previous employers.
- **Equal opportunities monitoring information:** such as your ethnicity, religious and sexual orientation.

#### 2. **Purposes for Using Personal Information**

The Company uses your Personal Information for the following purposes:

- We use your contact information to open and maintain applicant records and communicate with you about your interest in a job opportunity with us, your application for employment, or updates about your candidacy.
- We use job application information to assess your suitability for a position at the Company and conflict of interest reporting.
- We use identification information to verify your identity and determine your eligibility to work and fulfill our reporting and other obligations to relevant government authorities.
- We use the results of background checks and screening to determine your suitability for certain job roles (to the extent permitted by law).
- We use your reference information to evaluate your application and candidacy.
- We use equal opportunities monitoring information to conduct equal opportunity and diversity monitoring where permitted or required by law.

#### **Questions**

If you have any questions about this Notice please contact Human Resources at [jobs@stumptowncoffee.com](mailto:jobs@stumptowncoffee.com).