

# Employee and Applicant Privacy Notice



**Last Updated: February 18, 2021**

## PURPOSE

This Employee and Applicant Privacy Notice ("Notice") describes the types of information that Car Wash Partners, Inc. ("Mister", "we", or "us") collects from job applicants and current and past employees. It also explains how we use and may share that information and how to access and update it.

## SCOPE

This Notice applies to current and former Mister employees as well as applicants to open Mister jobs. This Notice does not form part of any contract of employment offered to job applicants hired by Mister. Provisions of this Notice dealing with individuals employed with Mister are not applicable until they begin working for us.

## UPDATES TO THE NOTICE

We may change this Notice from time to time, and we will post changes in an area of our website that is accessible to current and former Mister employees. Each version of this Notice is identified by its version number and date of revision.

## PROVISIONS OF THE NOTICE

### Personal Information We Collect

We may collect the following types of personal information when you apply for a job with Mister or during the course of your employment at Mister:

- 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 in support of an application and/or the application and recruitment process;
- Information from interviews you may have, if any;
- Details of the type of employment you are looking for, current and/or desired salary and other terms relating to compensation and benefits packages, and job preferences;
- Details of how you heard about the position you are applying for;
- Any sensitive and/or demographic information obtained during the hiring process such as gender, information about your citizenship and/or nationality, 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;



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- Information relating to any previous applications you may have submitted to Mister and/or any previous employment history with Mister;
- Information about your educational and professional background from publicly available sources, including online, that we believe is relevant to your application or a potential future application (e.g., your LinkedIn profile);
- Information collected from you automatically when you use our website, such as through cookies, web beacons, pixel tags, and other online tracking mechanisms; and
- Banking information for direct deposit purposes, income history and income information, and benefits information as well as information regarding your beneficiaries.
- Our company vehicles are equipped with GPS as a requirement of our leasing company. The GPS data collected by the leasing company is available to us and we use it to confirm the vehicle's location from time to time.

### Purposes for Which We Collect Personal Information

We may use the personal information we collect from you as a job applicant or current or former employee for the following purposes:

- **Manage the application process.** We use your personal information to process your job application, verify the information you have provided in your application, communicate with you regarding your application, answer your questions regarding the application process, and confirm your eligibility for a position. We may also save your information for future job openings within Mister.
- **Manage the hiring process.** 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.
- **Communicate with you.** We may use your personal information to provide information to you, respond to your questions, notify you of changes to your compensation and benefits program, or notify you of emergencies.
- **Manage the onboarding process.** Upon being hired by Mister, 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.
- **Administer compensation and benefits programs.** We will use the personal information you provide to process payroll, pay taxes, help employees address employment-related tax issues, administer benefits, and handle work-related expense reimbursement. We may also use this personal information to manage requests for accommodations. We also use this personal information to administer employee claims such as workers' compensation or unemployment benefits.

- **Recruit.** We may use personal information to communicate with you regarding the recruiting process, learn where you heard about Mister, and evaluate and improve our recruiting process.
- **Manage performance.** Mister collects personal information to assess your performance, assist in career development, conduct pay and grading reviews, and handle any employment-related disputes. We may also use personal information to respond to violations of company policies and to gather information for disciplinary actions. We use personal information for purposes of the internal performance improvement and disciplinary process and to respond to complaints. We may monitor any activity you perform online while using a Mister device or while connected to Mister's internet, such as your activity on websites.
- **Provide education and professional services.** We may use your personal information to assist with education, training, and professional development.
- **Comply 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.
- **Maintain records.** We may use personal information to comply with applicable legally required or industry-standard business and employment recordkeeping requirements and to respond to governmental requests for information.
- **Maintain health and safety.** We use this information to protect your health and safety or the health and safety of others, including through the use of technology to allow contact tracing if you may have been exposed to communicable diseases such as COVID-19. We may also use this information to respond to an employee-related emergency.
- **Protect our legal rights.** We may use your personal information to protect our legal rights, defend a claim or lawsuit, and 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 when necessary to identify, contact, or bring a legal action against someone who may cause or be causing harm to, or interfering with, the legal rights of Mister or any other party.
- **Maintain security.** We may use your personal information to monitor the use of our information systems and electronic resources, conduct internal audits or investigations, and provide for the safety and security of Mister employees, visitors, and facilities. We may also use such information to protect Mister 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 our website and the platforms, programs, network, and systems used by Mister in the course of its business.
- **Facilitate change in ownership.** We may use personal information in connection with the evaluation of a change in control of Mister 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 transfer 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.

### Information Security

Mister makes commercially reasonable efforts to protect employees' and applicants' 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 percent security in all circumstances. Mister employees and applicants 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 Mister-owned or licensed platforms. It is your sole responsibility to use the appropriate level of care whenever communicating with us.

If you have reason to believe that your interaction with us is no longer secure (for example, you feel that the security of any account you might have with us has been compromised), you must immediately notify [MisterIT@mistercarwash.com](mailto:MisterIT@mistercarwash.com) of the problem. If a breach of your personal information occurs, we will notify you of the breach if and as required under applicable law.

In order to protect you and your personal information, Mister may suspend your use of any Mister programs or platforms without notice pending an investigation if any breach of security is suspected. Access to and use of password-protected and/or secure areas of the website is restricted to authorized users only. Unauthorized access to such areas is prohibited and may lead to criminal prosecution.

**However, no data transmission over the internet or a mobile device can be guaranteed to be 100 percent secure. While we strive to protect personal information, we do not guarantee the security of any personal information, and you provide personal information at your own risk.**

### Data Retention

If you apply for a position at Mister and your application is unsuccessful (or you withdraw from the process or decline our offer), Mister will retain your information for a period after your application. We retain this information for various reasons, including to have records in case we face a legal challenge in respect of a recruitment decision, to help us if we decide to consider you for other current or future jobs at Mister, and to better understand, analyze, and improve our recruitment processes.

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If you do not want to retain your information for consideration for other roles or want us to update it, please contact [hrhelp@mistercarwash.com](mailto:hrhelp@mistercarwash.com). Please note, however, that we may retain some information if required by law or as necessary to protect ourselves from legal claims.

### Your Rights in Respect of Your Personal Information

In certain states or countries, you may have certain rights under data protection laws. This may include the right to request access to your information for the purposes of viewing, updating, or deleting it.

If you wish to exercise a right, please contact [hrhelp@mistercarwash.com](mailto:hrhelp@mistercarwash.com). We will respond to any requests in accordance with applicable law, and there may be circumstances where we are not able to comply with your request.

### CONTACT US

Questions or concerns should be forwarded to Mister's Human Resources department at [hrhelp@mistercarwash.com](mailto:hrhelp@mistercarwash.com).

### REVIEW

This notice will be reviewed **annually** and updated as necessary.

Name and Title	Date (YYYY-MM)
Lisa Funk, General Counsel	2021-02

### APPROVAL

Name, Title, and Signature	Date (YYYY-MM)
<i>Lisa Funk</i> Lisa Funk, General Counsel	2021-02

### REVISION HISTORY

Version	Issue Date	Updated by	Revisions
Rev. 1	2020-08	Lisa Funk	Document created.
Rev. 2	2020-10	Sara Kirtley	Document reformatted according to Mister procedure template. Added GPS location data.

## Employee and Applicant Privacy Notice



Rev.3	2021-02	Lisa Funk	Updated information security guidance and added reference to MisterConnect.
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