

REXEL CANDIDATE PRIVACY NOTICE

The purpose of this Candidate Privacy Notice (“**Notice**”) is to inform individuals who inquire about and/or apply for employment with Rexel USA (“**the Company**” or “**we**” or “**us**”) of the categories of personal information we collect from candidates and the purposes for which we use such personal information. This notice is intended to comply with all applicable laws, such as the California Consumer Privacy Act. If any provision below conflicts with a legal requirement, then the Company will comply with the applicable law.

1. Collection and Use of Candidate Personal Information

[Company] collects, uses, and discloses Personal Information about job candidates for business purposes only and consistent with applicable laws. Where [Company] discloses Personal Information to third parties, it does so for the same business purposes described below and, where appropriate, requires that such parties maintain its confidentiality and maintain appropriate systems and processes to ensure its security and protection.

We may collect and use the following categories of Personal Information about you to when you inquire about and/or apply for employment at [Company]:

Category of Personal Information	How we use it
Contact information: such as your name, home and work address, personal and work telephone numbers, personal and work email addresses.	We will use this information to open and maintain candidate records and communicate with you regarding your interest in a job opportunity with us, your application for employment, or updates on your candidacy.
Job-related information and qualifications: such as position applied for, previous job roles, education, awards, qualifications, certificates, licenses, financial relationships, compensation and salary information, and any other information you choose to provide in your resumes and/or applications.	We will use this information to assess your suitability for a position at [Company] and conflict of interest reporting.
National identification information: such as your country of birth or the country where you are a registered national or citizen, and any visa or other right to work.	We will use this information to determine your eligibility to work and fulfill our obligations to relevant government authorities.
Travel-related records: frequent flyer numbers, itineraries, flight, train, rental car, car service, hotel or other similar information.	We will use this information to arrange or reimburse travel where you require travel to interview with us or in connection with your candidacy for employment, contact you during travel, as necessary with travel service providers, or in an emergency situation.

Category of Personal Information	How we use it
Results of background checks and screening: such as education verification and criminal records and driver's license checks.	We will use this to determine your suitability for certain job roles (to the extent permitted or required by law).
References: such as opinions and comments of any previous employers.	We will use this to determine your suitability for certain job roles.
Equal opportunities monitoring information: such as your ethnicity, religion, gender and sexual orientation.	We will use this to conduct equal opportunity and diversity monitoring where permitted or required by law.

2. Additional Purposes for Using Personal Information

In addition to the uses set forth above, [Company] may use and share the categories of Personal Information identified:

- To comply with applicable legal and regulatory requests and obligations (including investigations).
- To establish or defend legal claims and allegations.
- For security or the prevention, detection, or investigation of fraud, suspected or actual illegal activity, or other misconduct.
- To seek advice from lawyers, auditors and other professional advisers.

3. Questions

If you have any questions about this Notice, or to request this Notice in another format, please contact privacy@rexelusa.com.