

# **CDK GLOBAL**

## **PRIVACY NOTICE FOR JOB APPLICANTS**

July 14, 2021

CDK Global, LLC and its affiliates (individually or collectively, "CDK Global") are committed to protecting the privacy of our current and former employees, job applicants, and other people with whom we work. CDK Global has a Global Privacy Policy that protects your personal information no matter how or where it is processed or stored.

This Privacy Notice is designed to inform individuals who are applying for jobs with CDK Global about our privacy practices.

This Privacy Notice is being provided by:

CDK Global, LLC  
(for itself and for CDK Canada and CDK India)  
1950 Hassell Rd.  
Hoffman Estates, IL 60169

CDK HR Service Center  
HelpMeHR@CDK.com

### **1. Categories of Personal Information Processed by CDK Global**

We may collect, use and disclose the following categories of personal information:

- Contact information (such as your name, address, and telephone numbers).
- Customary biographical data, such as information about your current and previous employment, education and professional credentials.
- Job-related information (such as the position you are applying for and information about your specific qualifications for that job) and references.
- Compliance information (such as government-issued identification numbers and right-to-work documentation).

We may receive this information directly from you or from third parties, such as recruiting firms or professional services platforms such as LinkedIn.

If you are selected for a position, we may also process background screening data, such as education, employment and license verifications and criminal records checks, subject to applicable law. These checks are typically provided to us by third parties who provide employment background screening services. You will receive additional privacy information in your onboarding process.

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

Personal Information pertaining prospective employees or contingent workers may be collected, used and disclosed for the following reasons:

- Recruitment and staffing, including evaluation of skills and job placement,
- Hiring decisions, including negotiation of compensation, benefits, relocation packages, *etc.*,
- Determining an individual's eligibility to work and assisting with work permits or visas,
- Risk management, including background checks, vetting and verification, and
- Related administrative purposes, such as scheduling interviews, maintaining applicant databases, internal reporting and recordkeeping, and legal compliance.

### **3. Disclosures**

Your personal information may be shared with other CDK Global affiliates, which will only process your personal information for the purposes set forth in Section 2 above or to our third party data processors, which use the data only as permitted by our contracts with them (such as for recruitment services, verification or vetting, as appropriate). We will also always transfer personal information when required to do by law, such as in response to a subpoena, including to law enforcement agencies, regulators and courts in the United States and other countries where we operate.

### **4. Your Rights**

CDK Global respects your rights to access, correct and request erasure or restriction of your personal information as required by law.

- CDK Global complies with laws regarding access to personal information. This means that if we have your personal information, we will provide you with a copy (subject to the rights of others) and give you the opportunity to update the information if it is incorrect or incomplete
- You have the right to object to our processing of your personal information. If we are processing your personal information on the basis of your consent, you may withdraw your consent at any time.
- You may also ask us to delete or restrict your personal information.

To exercise these rights, please contact the human resources manager at the address provided above. Please understand that these rights are subject to some limitations, such as when we are processing or retaining data to comply with our own legal obligations.

If you believe that we have processed your personal information in violation of applicable law, you may file a complaint with the CDK Global Privacy Office at [privacy@CDK.com](mailto:privacy@CDK.com) or with a supervisory authority.

### **5. Information Security and Data Transfers**

We have implemented an information security program that is reasonably designed to protect the confidentiality and security of your personal information.

Subject to our security controls, your personal information may be transferred to, stored at or processed in a location outside the country of your employment which may not have equivalent privacy or data protection laws. However, regardless of where your personal information is transferred, we will protect it in accordance with this Privacy Notice and applicable law.

### **6. Data Retention**

If you become a CDK Global employee, we will retain your application data as part of your employee file.

If you are not offered the job that you have applied for, we will retain your job application data for not more than four (4) years from the time when CDK receives your job application as permitted by law so that we may contact you about future opportunities. However, you may have your job application data deleted by logging into your account and clicking the "Delete My Information" button in your account settings. If you choose that option, CDK will delete the personal information (to the extent required by law) we hold about you within forty-five (45) days of receiving the request to have your information deleted. If you do not have an account with CDK Global, you may write to [HelpMeHR@CDK.com](mailto:HelpMeHR@CDK.com) to request that your information be deleted.