

# Applicant Privacy Notice - Canada

This notice sets out information regarding how H&M Hennes and Mauritz Inc. (“H&M” or “we” or “us”) handles Canadian job applicant personal information. See our [General Privacy Notice](#) for information regarding how H&M handles personal information more generally.

## How Do We Collect Your Personal Information?

We collect personal information directly from you when you submit an online or paper job application. We may also collect information from you in the course of subsequent communications and/or interviews, following submission of your application. We may also collect personal information through third-party sources like recruitment agencies, references, or background check providers, with your consent as otherwise permitted by applicable laws.

## Why Do We Process Your Personal Information?

We will process your personal information when we manage internal and external recruitment in order to communicate with you and to evaluate your eligibility and suitability for current and/or future recruitment needs within the H&M group. This process can include screening, interviews, tests, and reference checks. We will also use personal information to comply with regulatory or contractual requirements, such as verifying a candidate’s ability to legally work in Canada.

If you are offered a position, we will also use your personal information for the purpose of signing employment documents. If you are engaged for employment, your personal information will be used to create an employee file and manage your employment relationship with H&M.

We may also use your contact information to inform you of new positions available based on your profile, and for events and surveys, unless you inform us that you do not want your information used for this purpose.

## What Types of Personal Information Do We Process?

We will process the following categories of personal information when you apply for a position with us: contact information such as name, e-mail address, mailing address and date of birth; employment history; educational history; language skills; professional and other work-related licenses, permits and certifications held; professional memberships; employment preferences, including willingness to relocate, desired salary and available start date; recruitment documentation, such as interview notes and test results; information relating to and provided by employment references; and background check results (where applicable).

## Diversity and Inclusion

At H&M, inclusion and diversity are at the core of our organization. We hold a strong respect for each individual on our teams and are committed to building and maintaining a diverse workforce. As part of the application process, where permitted by law, we may ask you to voluntarily provide information about your identity, such as gender, religion, race and ethnicity. We will use this information solely for purposes connected to monitoring, assessing and improving our diversity and inclusion program, such as:

- To facilitate compliance with legislation relating to employment equity; to gain a better understanding of potentially under-represented groups and structural differences;
- To identify and monitor the existence or absence of equity of opportunity or treatment of applicants / employees based on the data and identification of barriers to hiring;
- To track and report on progress of DEI initiatives including the assessment of workplaces and facilities for purposes of inclusivity and accessibility; and
- To inform general communication on our DEI program.

Your responses, or decision not to voluntarily provide such information, will in no way affect the decision with respect to your employment with H&M and will not be shared with anyone who will assess, consider, or determine your eligibility for employment with H&M.

### **Who Has Access to Your Personal Information at H&M?**

Within H&M, your personal information may be accessible to personnel who require access in order to perform their duties, including hiring personnel, managers and legal and compliance personnel. Your personal information may also be shared within the H&M group for the same purposes described above.

### **What Third Parties Have Access to Your Personal Information?**

Personal information is only shared with third party service providers for the purposes described above. These third parties include: background check providers (where applicable); companies that assist in providing and servicing our email or applicant tracking software platforms (e.g., Smart Recruiters); recruitment agencies (as applicable); and test and/or survey providers.

There are also circumstances where we may collect, use or disclose your personal information without notice or consent when permitted or required by applicable law or lawful authority, as described in our [General Privacy Notice](#), such as in the context of a proposed or completed merger or reorganization, or in response to a lawful request from a public authority (e.g., police, court order).

### **Cross Border Transfers of Your Personal Information**

As H&M's central office is based in the European Union, the personal information that we collect from you is stored within the European Economic Area ("EEA") but may also be

transferred to and processed in a country outside of the EEA. If you are located in Quebec, personal information may be communicated outside of Quebec.

Personal information transferred across borders will be subject to legal requirements of the applicable foreign jurisdiction(s) and may be subject to courts, law enforcement and national security entities in each jurisdiction in which it is accessed or stored.

If you are located in Alberta, you may contact us at [dltalentamericas@hm.com](mailto:dltalentamericas@hm.com) in order to obtain written information about our policies and practices with respect to service providers and affiliates outside Canada, or to ask questions about the collection, use, disclosure or storage of personal information by such service providers and affiliates outside Canada.

### **How Long Do We Save Your Personal Information?**

We will generally keep job applicant personal information for three years from when the hiring decision has been made or until you withdraw your consent. Please note that if you withdraw your consent, H&M may still have to store your personal information for a reasonable period of time in case it is required to respond to legal claims.

### **Automated Decision Making:**

As part of our application process, we automatically reject candidates who are (i) not eligible to work in Canada; or (ii) under the age of 18 (except in jurisdictions where the law requires hiring minors). However, all rejection decisions are reviewed by a member of our hiring team. Depending on your jurisdiction, you may have the right to request information about such automated decisions, have personal information used to render the decision corrected and/or submit observations to a member of H&M in a position to review the decision.

### **What Are Your Rights?**

Depending on where you are located, you may have the right to access, rectify, erase, receive a portable copy of your personal information. You may also have the right to submit a complaint about, or withdraw consent to the collection, use or disclosure of your personal information. To exercise these rights, please contact us at the information set out below.

### **Contact Us:**

For more information about our collection of personal information, please consult our [General Privacy Notice](#). To exercise your privacy rights, you may submit a request by emailing us at [dltalentamericas@hm.com](mailto:dltalentamericas@hm.com) (subject line: "Privacy Request").

### **Updates to Our Privacy Notice:**

From time to time, we may need to update this Privacy Notice. We will communicate any material changes to the Privacy Notice.

## **Cookies**

A cookie is a small piece of personal information (text file) that a website – when visited by a user – asks your browser to store on your device in order to remember information about you, such as your language preference or login information. Like most websites, we use cookies for a variety of purposes. More information about cookies can be found in our [Cookie Notice](#).