

CAREERS PRIVACY POLICY

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Welcome to Nordstrom Careers. Nordstrom, Inc., including its affiliates and subsidiaries, wherever located, (collectively, “**Nordstrom**”, “**we**” or “**us**”), take the privacy and security of your personal information seriously. This Career Privacy Policy (“**Policy**”) applies to our collection and use of your personal information as both a job applicant (“**Applicant**”) and a permanent or temporary employee (for convenience, collectively referred to as “**Worker**”) no matter where you work. In some cases, additional rights may be granted to individuals in accordance with applicable local law and we will note where that applies within this Policy. While the legal definition of personal information may be different depending on where an individual resides or works, in general, personal information means information about an identified or reasonably identifiable individual and may or may not include business related information such as contact information or job title or role. In the event of a conflict between this Policy and applicable law, applicable law will prevail to the extent of any such inconsistency. Throughout this Policy we will refer to the personal information we obtain in the application, independent contractor engagement or employment context as “**Employment Data**”.

Categories of Employment Data we collect

The categories of personal information we collect varies depending on whether you are an Applicant or Worker. Additionally, Employment Data may be collected directly from you or from a third party. Below are examples of the categories of Employment Data we may receive but note that these are not complete lists, should be used as a guide, and that the categories of Employment Data Nordstrom receives may change based upon business needs and goals.

Applicant Information

- **Contact information**, including your name, postal and email addresses, and phone numbers.
- **Identification information**, including your Social Security or Social Insurance Number, driver’s license and passport information, and identifiers and login credentials associated with our Careers website.
- **Job application information**, including your resume, cover letter, job application, background check, previous work history and references, educational background, and other testing (where permitted by applicable law), and information and materials you submitted or authorized us to obtain in connection with applying and interviewing for employment at Nordstrom.
- **Career and educational history**, including the languages you speak and other job-related skills and interests, including positions you are interested in.
- **Demographic information**, including your date of birth and age, gender/gender identity, race and ethnicity, marital and family status, military status, information regarding eligibility and fitness for work, and other similar information about you.
- **Video and photographic information of you**, including if you participate in video interviews with us.
- **Audio information**, including call recordings when you call us for support with your application or the hiring process.
- **Interview information**, including information you share and notes about your interview,
- **Device and browsing information**, including information about your phone, tablet, computer, or device, and online browsing activity in connection with the application process. This information may include IP addresses, unique device identifiers, cookie identifiers, device and browser settings and information, and Internet service provider information. It also may include information about when and how you access and use our applicant websites, such as the date and time of your visit or use, the websites you visit before coming and after leaving our websites, how you navigate and what actions you take on our applicant website, and the jobs you view or apply for.
- **Inferences** about you that may help us better understand your preferences, skills, abilities, or aptitudes.
- **Other personal information** we may request from you or that you choose to provide to us from time to time during the hiring process.

NORDSTROM

Worker Information

- **Contact information**, such as your name, postal and email addresses, and phone numbers;
- **Identification information**, such as your Social Security or Social Insurance Number, driver's license and passport information, and identifiers and login credentials associated with employee management websites;
- **Benefits information**, such as those benefits plans and programs in which you participate, and benefits claims from you and your dependents, some of which information may be subject to the [Nordstrom Health Plan Notice of Privacy Practices](#);
- **Contact information of your family member(s)** including name, postal and email addresses and phone numbers, for purposes of calculating tax, salary, pension plan participation, work emergencies and applicable benefits;
- **Employment administration information** which may include absence records, hours worked, paid time off records, financial information such as your salary, tax codes, and banking information, information relating to performance management and promotions such as appraisals or reviews and details related to your presence at a Nordstrom location as may be recorded by electronic card access or pin pad systems.
- **Details associated with use of Nordstrom assets**, such as computers, laptops, mobile devices and telephones.
- **Sensitive personal information**, which may include health related information for job related injuries and workers compensation claims, accommodations, retirement or pension plans and for insurance coverage associated with accident, disability or death, and health related information of an employee's family member(s) as may be necessary to process certain employee requests such as a leave of absence.
- **Video and photographic information of you**, including badge photos, photos that you share with us or upload to online collaboration and job-related tools, and security camera photos and recordings.
- **Audio information**, including call recordings when you call for technical, employment, or benefits support, or when you call Nordstrom customers.
- **Location information**, including where you are physically located when you use your work device, the location of your workspace, and where you stay when you travel for Nordstrom.
- **Technology, tool, and process use information**, including information about your use of and interaction with company technology, tools, and processes, whether accessed or used from Nordstrom-provided or personal computers, tablets, smartphones, or other devices. This information may be collected automatically, and may include any data, information, or communications accessed, transmitted, or stored on, those devices, including IP addresses, unique device identifiers, device and browser settings and information, Internet service provider information, websites visited and online services used, e-mail and other communication contents, communication senders and recipients, and other information that indicates how you use company resources, systems, and devices. These practices and the categories of personal information collected are further described in the Nordstrom Expectations document which can be found on mynordstrom.com (access requires authentication).
- **Inferences** about you that help us better understand your preferences, skills, abilities, or aptitudes.
- **Other personal information** we may request from you or that you choose to provide to us from time to time.

Sources of Employment Data

We may collect Employment Data from a variety of sources including directly from you or third parties. The categories of third parties we may receive Employment Data from include:

- Background check and employment screening providers.
- Employment references you provide.
- Social media sites.
- Benefits providers.

Purpose of collecting Employment Data

As noted in this Policy, we collect Employment Data to support our workforce recruiting, management and retention efforts.

How we use Employment Data

We use Employment Data to support and administer our employee hiring, recruitment, management and retention efforts, and to conduct our business. We may combine any or all the information we collect or obtain. Examples of the purposes for which we use information include:

- **To support our employment recruiting efforts**, including to consider your application for employment, determine suitability for employment; perform recruitment and evaluate the tools and services we use during the recruitment process.
- **To respond to you**, including when you make a request or inquiry; enter a company contest; complete a survey; or share a comment or concern;
- **To support our workforce**, including to review and evaluate job performance, determine suitability for employment or promotions, calculate compensation, including wage and salary increases and bonuses, schedule work and monitor attendance, perform headcount planning, recruitment, separation, and succession planning, administer employee activities and programs investigate and respond to employee complaints and other employment-related incidents.
- **To provide you with tools and experiences that allow you to perform your job**, including to allow access to workplace productivity software and tools, like directories, email and calendars, travel planning and expense management, and other productivity and collaboration solutions, and provide opportunities for learning and development, training, and certification.
- **To provide employment related benefits** including to administer and provide health, workers compensation, dental, retirement, and other benefit programs.
- **To respond to you**, including when you make a request or inquiry, enter a company contest, complete a career related survey, or share a comment or concern.
- **To communicate with you**, including to send news, business, and policy updates about Nordstrom, share information about benefits and opportunities available to you, and solicit feedback about your employment experience at Nordstrom.
- **For human resources reporting and analytics**, including to create reports for management and government programs, and analyze data to gain insights about our company and our workforce.
- **To operate, evaluate and improve our business**, including to administer payroll, facilitate interactions with our customers (in stores, over the phone, and online), operate and improve our business and business activities, manage our technology, tools, and processes, monitor use of company resources and administer information technology services, maintain programs and records, detect and prevent unauthorized access to or misuse of our technology, tools, and processes, and for any other operational purpose (as permitted by law).
- **For legal and safety purposes**, including to comply with legal and regulatory requirements, protect and Nordstrom, our customers and employees, or third parties, from harm or in legal proceedings, protect our rights, and to respond to court orders, lawsuits, subpoenas, and government requests.
- **For general human resources management and administration**, including for employee career development, performance management, social security, compensation, pension and benefits management, administer payroll and benefit arrangements, insurance, and managing absences.

Please note that while we may collect demographic information from Applicants and Workers, this information is not used to make employment related decisions. In addition, the above list of purposes is not necessarily a complete list and may change from time to time to accommodate our business needs and goals, in accordance with applicable law. We may share your information with service providers and third parties that support our business and the purposes noted above. We require that the service providers we work with keep Employment Data secure and confidential consistent with this Policy.

Who may access Employment Data?

We think it is important for you to know that we will never sell Employment Data or share it with third parties for advertising purposes. We do, however, need to share Employment Data to manage our hiring and workforce management processes, including to transfer Employment Data for Canadian Applicants and Workers to the United States. We may share Employment Data to certain employees within Nordstrom as well as other third parties as explained below.

Inside Nordstrom. Access to Employment Data is restricted to those Nordstrom employees who need access to perform their job. For example, if you are an Applicant, your Employment Data (e.g. your resume or job application) will be shared with the hiring manager to evaluate your suitability for the role. Or, if you are a Worker, your manager will have access to relevant Employment Data for career development and performance management.

For Workers, as noted in the Nordstrom Expectations policy, Nordstrom may access emails sent to and from Workers using the company email account, including on Nordstrom issued or personal devices (where a Worker's company email account is used on the device for business purposes). Any access will always be conducted in accordance with applicable law.

Outside Nordstrom. We share Employment Data with authorized third-party service providers including those third parties that support our recruitment processes by screening and verifying information contained in a job application and academic or professional qualifications. We may also share Employment Data with third parties that support the employment process including benefits, health and retirement plan providers. In all cases, access to your Employment Data by third parties is limited to those that need access to the information to deliver their services.

We may also share your Employment Data with a third party to enable contact with you in the normal course of business, for example, by providing your contact details such as your email address or phone number.

Very rarely, we may need to disclose your Employment Data to third parties such as:

- Where required by law;
- In response to a legitimate request for assistance by the police or other law enforcement agency;
- To seek legal advice from Nordstrom's external advisers, including but not limited to legal counsel, in connection with a dispute with a third party or to investigate an allegation against a Worker or third party; or
- In connection with any strategic transaction involving Nordstrom, such as a sale, purchase or merger.

How long will Nordstrom retain Employment Data?

We retain your Employment Data for as long as necessary to fulfill the purpose(s) for which we collected it and, in all cases, in compliance with applicable law and Nordstrom's internal data retention policies and procedures.

Your Options

Nordstrom will take appropriate steps to ensure that Employment Data is accurate and complete as reasonably necessary; you are responsible for providing us with any changes in your Employment Data so that we can make updates and maintain accurate records. We provide Applicants and Workers the right to request that we update your contact details. You can do so at any time by logging into your Workday account and making the change. If we need additional information to confirm the requested change, we'll reach out to you.

Data Security

Nordstrom has implemented appropriate technical and organizational measures and has entered into appropriate contractual agreements with third-party service providers to protect and secure your Employment Data against loss or unauthorized access or alteration. Access to your Employment Data is strictly controlled through implementation of system security on the Nordstrom network and our human resources information management system. In addition, access to Employment Data is limited to those Nordstrom Employees who have a need to access that information to perform their job.

Reporting and Enforcement

At Nordstrom, employees are expected to handle Employment Data in accordance with this Policy. Employees are also expected to report any illegal or unethical behavior immediately to any leader, Human Resources, the Employee Contact Center, or the Corporate Secretary. Employees may also anonymously report concerns by calling 888.832.8358 or by visiting ethicspoint.com. For additional information see our Code of Conduct available within mynordstrom.com.

For Canadian Applicants and Workers

Data Transfers. As noted above, we may need to share your Employment Data to manage our hiring and workforce management processes, which may include transferring Employment Data of our Canadian Applicants and Workers to the United States. Considering this, Employment Data may be subject to the laws of the United States and accessible to U.S. law enforcement and national security authorities. Nordstrom will take reasonable steps to ensure that Employment Data transferred to the United States will not be used for other purposes or communicated to third parties without consent (where consent is required).

Your Options. In addition to the options presented above, you can request to review, verify or correct your Employment Data by contacting privacy@nordstrom.com. When you request access to your Employment Data, we may request specific information from you so that we can confirm your identity as well as to search for and provide you with your Employment Data. If we determine a correction should be made, we will update the information as requested and, where appropriate, send the corrected information to third parties, as relevant. In some cases, we may not agree with a request to correct or change Employment Data and in such case we may supplement the data instead. Nordstrom will respond to written requests within the timeframes required by applicable law. Please be aware that your right to access Employment Data is not absolute; there are some cases where applicable law or regulatory requirements allow or require Nordstrom to refuse to provide some or all of the Employment Data it holds. Additionally, in some cases Employment Data may have been destroyed, erased or made anonymous in accordance with Nordstrom's data retention obligations, policies and procedures. Where we cannot provide you with access to your Employment Data, we will attempt to inform you of the reasons why, subject to any legal or regulatory restrictions. If you are dissatisfied with our response to any questions you have about our privacy practices, you may be entitled to make a written submission to the Privacy Commissioner of your jurisdiction.

Contact Us

If you have questions about this Careers Privacy Policy or our privacy practices associated with Employment Data, please contact us at:

Nordstrom Privacy
PO Box 21986
Seattle, WA 98111-3986
1.866.554.6591
privacy@nordstrom.com

Updates to this Policy

We may update or make changes to this Policy from time to time and may apply any changes to information previously collected, as permitted by law. When we make material changes to this Policy, we will notify you by posting the updated Policy, and we will update the effective date at the end of this Policy.

Effective Date

This Policy is effective September 2022.