



Privacy Notice for Job Applicants

Little Sunshine's Enterprises, Inc., ("LSP") and/or Little Sunshine's Playhouse & Preschool® schools, franchisees, affiliates, sister corporations, parent corporations, subsidiaries, and any other person or entity connected to LSP of any nature whatsoever as identified to you during your application process (collectively referred to as the "Employer Group") is the company that is recruiting for the job vacancy you have applied for. LSP will process your personal information as described in this Privacy Statement and will be responsible for complying with applicable data protection laws.

LSP respects your privacy and will treat your personal information as confidential. We will use and share your personal information as described in this Privacy Statement.

When you apply for a job at LSP, we will ask you to provide us with personal information about yourself so we can evaluate your application. If this information is not provided, our ability to consider you as a candidate may be limited. You may also provide us with your personal information that we have not specifically requested (for example, your CV may contain information about your hobbies and social preferences). All information is provided on a voluntarily basis and you determine the extent of information that you provide to LSP.

Personal Information. The kind of personal information we collect about you may include:

- (i) *Name, identity and contact details* – such as your name, address, email address, telephone, other contact information and personal preferences;
- (ii) *Employment details* - such as details of your employment background, including position, work experience, employment references, salary and other compensation requests;
- (iii) *Background information* – such as your educational background including degrees, certificates, transcripts, credit history and/or criminal background screenings (where relevant to your application and permitted under applicable law);
- (iv) *Financial Information* - such as salary, tax information, benefits, expenses, company allowances, stock and equity grants;
- (v) *IT Information* – such as certain technical information from you about your visit to our website using “cookies” and other similar technologies. For more information please refer to LSP's online privacy statement on our website;
- (vi) *Any other information in your application that you choose to share with us* - such as personal preferences, hobbies, social preferences, etc.

Sensitive Personal Information. LSP does usually not request or require sensitive personal information regarding religion, health, sexual orientation or political affiliation in connection with your application. If you have a disability and would like for us to consider an accommodation, you may provide that information during the recruitment process.



How LSP uses your Personal Information. LSP will use your personal information for the following purposes:

- (i) Recruitment, selection, evaluation and appointment of job candidates (temporary or permanent) for the job you have applied for and for subsequent job opportunities;
- (ii) General HR administration and management (if you become a LSP employee);
- (iii) Carrying out satisfaction surveys (for example, to manage and improve the recruitment process);
- (iv) Application analysis such as verification of your employment reference(s) that you have provided, background checks and related assessments;
- (v) Compliance with corporate governance and legal requirements;
- (vi) Communicate with you and to inform you of current status of your application and future opportunities (unless you have told us that you do not want us to keep your information for such purposes).

With whom will LSP will share your Personal Information? We take care to share your personal information only with those who really need it in order to perform their tasks and duties, and to third parties with a legitimate business need. We may disclose your personal information to the following types of third parties:

- (i) *Other LSP Employer Group companies:* Your personal information may be shared for the purposes described above with other companies within LSP. A list of other companies within LSP is available on our online privacy statement on our website.
- (ii) *Third party service providers:* We may also share your personal information with third parties who provide services to us such as recruitment agencies, consultants, background services and attorneys. If your personal information is shared in this way, LSP do so only on a “need-to-know” basis and we will seek to ensure it is only used in connection with the functions or services these parties will be performing for LSP and that your personal information is treated by them in a confidential manner. These service providers that LSP uses may change depending on the LSP entity that employs you and may change over time but we will always seek to ensure that any third parties who handle your personal information will do so in a manner consistent with this Privacy Statement and in accordance with applicable law.

Third Parties. LSP may also disclose your personal information to other third parties including:

- (i) As necessary to comply with our legal obligations, including in order to respond to a lawful government request, court order, administrative or judicial process (such as a subpoena or search warrant);
- (ii) As necessary to establish, exercise or defend our legal rights;
- (iii) As necessary to protect your vital interests (for example, we may need to share your personal information with third parties in the event of an emergency);
- (iv) Where we have otherwise obtained your consent.



How long we keep your Personal Information. We will keep your personal information for as long as necessary in connection with the purposes described in this Privacy Statement and in accordance with LSP's Document Retention Policy and applicable law. If you want to learn more, please reach out to Legal@littlesunshine.com.

Changes to this Privacy Statement. We will only use your personal information in the manner described in this Privacy Statement. However, we reserve the right to change the terms of this Privacy Statement at any time by posting revisions to our website. If at any time, we decide to use your personal information in a manner that is different from that stated at the time it was collected, you will be given notice.

Contact LSP. Please contact LSP if you have privacy questions or concerns, or wish to make a complaint by sending an email to Marketing@littlesunshine.com.