Privacy Policy for Job Candidates

Effective Date: October 1, 2018

This Privacy Policy describes how CVS Health Corporation ("CVS," "we" or "us") may collect and use the personal information you provide as part of your job application with CVS. By applying for a job with CVS, you agree to the terms of this Privacy Policy. This Privacy Notice only applies to the personal information of job applicants, potential candidates for employment, and our optional recruiting programs and events. If you have any questions or concerns about this Privacy Policy, or about the way your information is collected and used, please call us toll-free at (888) 607-4287.

We may change this Privacy Policy. The "Effective Date" legend at the top of this page indicates when this Privacy Policy was last revised. Any changes will become effective when we post the revised Privacy Policy on this page. Please check this page regularly to keep up-to-date.

The Personal Information We Collect
We want you to understand how personal information you provide to us is collected and used. Personal information is any information that identifies job applicants and potential candidates for employment with CVS, as submitted as part of the online application and/or through alternative channels. We may collect and store your personal information when you apply for a role with us. Some examples of personal information we collect and when we collect it include:

- Information you have provided on our application form/online recruitment platform, such as your name, address, contact information, date of birth, work and educational history, achievements, and test results
- Information you have provided to us in your resume, curriculum vitae and/or cover letter (where applicable)
- Information you provide to us during an interview

We may also collect, store and use the following "special categories" of more sensitive personal information, to the extent permitted by applicable law:

- Information about your race or ethnicity. Such information is collected for equal opportunity monitoring and will be anonymized. You do not have to supply this information.
- If an offer of employment is made and accepted, information about any criminal convictions and offences will be collected as part of the standard background check process.
- Your social media account information if you share it with us (e.g., Facebook)

If you choose not to provide your personal information to us when requested, which is necessary for us to consider your application, we will not be able to process your application successfully.

Information from Other Sources
We may also collect data about you from third parties, such as recruiting agencies, your references, and prior employers.

Use and Disclosure of Personal Information
We collect and use your personal information for the following purposes:
• identifying and evaluating candidates for potential employment, as well as for future roles that may become available
• assessing your skills, qualifications and suitability for the work
• recordkeeping in relation to recruiting and hiring
• communicating with you about the recruitment process
• ensuring compliance with legal requirements, including diversity and inclusion requirements and practices
• conducting criminal history checks as permitted by applicable law
• protecting our legal rights to the extent authorized or permitted by law or
• emergency situations where the health or safety of one or more individuals may be endangered.

Data Sharing
We may use third party service providers to assist with processing your job application and will share Personal Information with such service providers. We require any company with which we share personal information to protect that data in a manner consistent with this policy and to limit the use of such personal information to the performance of services for CVS.

Data Retention
We will retain your personal information after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy or any applicable laws and regulations.

If you accept an offer of employment by us, any relevant personal information collected during your pre-employment period will become a part of your personnel records.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Security
We seek to use reasonable physical, technical, and administrative safeguards to protect personal information within our organization. In addition, we limit access to your personal information to only authorized personnel of CVS or our third party services providers. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of your account with us has been compromised), please immediately contact us in accordance with the "Contact Information" section below.

Contact Information
If you have any questions or concerns about this statement, or about the way your information is collected and used, please Contact Us or call us toll-free at (888) 607-4287.

If you have any questions about the content of this Privacy Policy, please contact the CVS Health Corporation Privacy Office at the following address: