

## JCPenney Careers Privacy Notice – Application Phase

Thank you for visiting the JCPenney careers website. This web site (<http://jobs.jcp.com/>) is owned by J.C. Penney Corporation, Inc. (JCPenney) and hosted by a third-party service provider. It provides information on employment opportunities with JCPenney and its subsidiaries, along with other related information.

At this initial phase of the employment application process, we are providing this privacy notice to let you know what information, including personal information, we may collect from applicants, how we use it, how we share it, and how we protect it. Personal information is information that can be used or combined to identify you, such as your name, physical and email addresses, social security number, or driver's license number.

This privacy notice only applies to the JCPenney Careers website and to the information collected during the initial phase of the employment application process. To review the privacy policy on J. C. Penney Corporation, Inc.'s corporate web site, please visit [jcpenney.com](http://jcpenney.com) or click [here](#).

### **information we collect from applicants and how we use it**

When you visit this website, JCPenney collects personal and other information that you voluntarily submit related to your application for employment. JCPenney and its service providers will use the personal information that you submit for purposes related to website registration, and the employment application and recruitment process. The following are examples of our collection and use of personal information:

- your name, username, email address, password, and phone number are collected to allow you to create an on-line account profile with us to assist you in applying for jobs that interest you;
- your name, date of birth, and social security number are collected to verify your identity if you receive a conditional offer of employment;
- your social security number and date of birth are collected to facilitate identity verification if you need to reset your login password on the JCPenney careers website;
- your work history, including dates of employment, job duties, veteran's status, honors and recognition, professional certifications and training, and educational attainment are collected as part of the application process and are reviewed internally within JCPenney as you are considered for employment;
- your social security number is collected to determine if you are or were previously an employee of JCPenney or its subsidiaries;
- we may collect name and contact information for individuals identified as supervisors or as references by those applying for employment at JCPenney; and

- when visitors to the JCPenney Careers website wish to forward job announcements via the “Share this Job” link found on the site, JCPenney collects the email address of the person to whom the job announcement was forwarded.

When you apply for a position with JCPenney, we maintain your information in our applicant database, so that our recruiters are able to consider you for and contact you about other positions.

If you are hired as an employee of JCPenney, information submitted during your application process may become part of your personnel file.

When a current JCPenney employee applies for another position within the company, information from their associate profile may be used in the process of considering them for such a position.

### **information we share with third parties**

JCPenney may share applicant information with third-party providers performing certain services for us related to the recruitment and employment process. Such third-party providers have access to applicant information solely for the purposes of performing the services specified in the applicable service contract, and JCPenney requires these providers to undertake appropriate security measures consistent with the protections described in this notice.

In addition, JCPenney may disclose certain applicant information to other third parties as permitted or required by law; to protect JCPenney’s legal rights to the extent authorized or permitted by law; or in an emergency where the health or safety of a candidate or other individual may be endangered.

### **safeguarding the information we collect**

We have physical, technical, and procedural safeguards in place to protect the personal information we collect. We also require service providers to have safeguards in place to protect the personal information that they collect, use, share, and store on our behalf. In addition to these safeguards, we seek to avoid the unnecessary collection of PII. So please, **do not include sensitive data such as your social security number, date of birth, driver's license number, or other government issued identification number on your resume or cover letter.**

### **how we use cookies**

We and our service provider use cookies to customize the look of the site and to recognize you when you use or return to our websites. We may automatically receive and store information from your device’s browser including your IP address, cookie information, the website that you came from, and the page(s)

that you browsed. This information is used to help us understand what kinds of information or images available through the site are of most interest to you.

#### **links to other sites and social media widgets**

You may navigate to other websites from JCPenney websites. When you provide personal information at one of those sites, you are subject to the site operator's privacy policy. We encourage you to read that policy before submitting any personal information.

Our websites and our mobile applications include social media features, for example Facebook, Twitter, LinkedIn, and YouTube widgets. Social media features or widgets are hosted by a third-party site. Your interactions with those features are governed by the privacy policies of the companies that provide them.

#### **contact us**

If you have any questions about our privacy practices, you may contact the [JCPenney Privacy Office](mailto:privacy@jcp.com) at [privacy@jcp.com](mailto:privacy@jcp.com). The person responding will not have access to information concerning the status of applications.

#### **changes to this notice**

This policy was initially posted on August 09, 2016.