

## **Costco Wholesale Corporation Job Applicant Privacy Notice**

**Effective Date: January 1, 2026**

This Job Applicant Privacy Notice (“Privacy Notice”) describes how Costco Wholesale Corporation (“Costco”) and its subsidiaries, affiliates, and related entities (collectively, “Costco,” “we,” or “us”) collect and process personal information about you when you apply for employment with Costco. This Privacy Notice supplements Costco policies, and may be updated from time to time. If you use our consumer websites or mobile applications, or utilize any Costco service in your personal capacity, the privacy notice posted for that website or application (such as [Your Privacy Rights](#) posted on [www.costco.com](http://www.costco.com)) applies.

This Notice describes Costco’s privacy practices; it does not constitute or form part of any contract with you.

### **1. How We Collect Information**

- Directly from you, during recruitment (e.g., the application form that you complete during the recruitment process, or in interviews or through the completion of any tests or surveys);
- From third parties, when you authorize such parties to submit information on your behalf (e.g. recruiters) or authorize us to collect information (e.g., references and background checks);
- Created by us, when we review your job application or interview you;
- Automatically, when you physically enter a Costco location or office, or access a Costco application, system, or network..

If you submit an application through third-party job posting services, please be advised that we do not control the privacy practices of these services. Please review the privacy notices posted by those services carefully prior to providing application information.

### **2. Information We Collect**

To carry out the purposes of processing listed in this Policy, we may collect, store, and process the information listed below. We also collect any other information you elect to provide to us, including information from social media sites if you choose to link your application to a social media page.

Category	Purposes, Sources and Retention of Information Collected
<b>Identifiers</b>	<p><u>Examples of Information Collected:</u> Contact information (name, phone number, address, email address); social media handles and account information; unique identifiers (such as those assigned in cookies)</p> <p><u>Source(s) of information:</u> Directly from you; automatically when you interact with us</p>

	<p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information”</p> <p><u>Retention considerations:</u> Identifiers that are associated with an applicant are maintained for 4 years from the date of the application</p>
<p><b>Additional categories of information listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))</b></p>	<p><u>Examples of information collected:</u> Name, signature, Social Security number, physical characteristics or description, address, telephone number, driver’s license or state identification card number, education, employment history</p> <p><u>Source(s) of information:</u> Directly from you; automatically when you interact with us</p> <p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information” above</p> <p><u>Retention considerations:</u> Information associated with your application is maintained for up to four years, as determined under the criteria listed under “Our Retention of Personal Information” below</p>
<p><b>Protected Classifications under CA or Federal Law</b></p>	<p><u>Examples of information collected:</u> Age (date of birth), nationality, citizenship, race, ethnicity, gender, disability, marital status and veteran status</p> <p><u>Source(s) of information:</u> Directly from you; automatically when you interact with us</p> <p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information” above</p> <p><u>Retention considerations:</u> Information associated with your application is maintained for up to four years, as determined under the criteria listed under “Our Retention of Personal Information” below</p>
<p><b>Professional or Employment related information</b></p>	<p><u>Examples of information collected:</u> Work contact details, job titles, job descriptions, background check results (and if applicable, drug tests), employment history, education history, certifications and licenses held; union status (if applicable)</p> <p><u>Source(s) of information:</u> Directly from you; automatically when you interact with us; background screening service providers</p> <p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information” above</p>

	<p><u>Retention considerations:</u> Information associated with your application is maintained for up to four years, as determined under the criteria listed under “Our Retention of Personal Information” below</p>
<b>Education Information</b>	<p><u>Examples of information collected:</u> Schools or courses attended, degrees, certifications, skills, or training obtained, dates of completion, and academic or training honors</p> <p><u>Source(s) of information:</u> Directly from you</p> <p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information” above</p> <p><u>Retention considerations:</u> Information associated with your application is maintained for up to four years, as determined under the criteria listed under “Our Retention of Personal Information” below</p>
<b>Audio, Electronic, Visual, Thermal, Olfactory, or Similar Information</b>	<p><u>Examples of information collected:</u> Audio and/or video recordings of meetings or interactions, and photographs or video surveillance in or around Costco properties and facilities</p> <p><u>Source(s) of information:</u> Automatically when you interact with us</p> <p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information” above</p> <p><u>Retention considerations:</u> Information associated with your application is maintained for up to four years, as determined under the criteria listed under “Our Retention of Personal Information” below</p>
<b>Internet or Electronic Network Activity Information</b>	<p><u>Examples of information collected:</u> Details about your use of our company systems and technology, such as company networks or applications, or websites</p> <p><u>Source(s) of information:</u> Directly from you; automatically when you interact with us</p> <p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information” above</p> <p><u>Retention considerations:</u> Information associated with your application is maintained for up to four years, as determined</p>

	under the criteria listed under “Our Retention of Personal Information” below
<b>Electronic Communications</b>	<p><u>Examples of information collected:</u> Messages that you send to us or via any device connected to Costco networks or technology, and any other information you transmit or store using such devices or through Costco systems or technology</p> <p><u>Source(s) of information:</u> Directly from you; automatically when you interact with us</p> <p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information” above</p> <p><u>Retention considerations:</u> Information associated with your application is maintained for up to four years, as determined under the criteria listed under “Our Retention of Personal Information” below</p>
<b>Sensitive Personal Information</b>	<p><u>Examples of information collected:</u> Race or ethnicity, citizenship or immigration status, religion or beliefs, union membership, health information, sex life or sexual orientation, and government identifiers</p> <p><u>Source(s) of information:</u> Directly from you</p> <p><u>Purpose(s) of collection and use:</u> All purposes listed in “Our Use of Personal Information” above</p> <p><u>Retention considerations:</u> Information associated with your application is maintained for up to four years, as determined under the criteria listed under “Our Retention of Personal Information” below</p>

We also collect any other information you elect to provide to us. We do not collect commercial information about job applicants; however, if you have a Costco membership, commercial information regarding your membership is collected as described in [Your Privacy Rights](#).

### 3. How We Use Your Information

All categories of information listed above are used for the following business purposes:

- To conduct our hiring process. We use your information to evaluate your qualifications for the job you applied for or future jobs that may match your qualifications, and to communicate with you regarding your job application or other inquiries and requests.
- To evaluate the effectiveness of our hiring practices. We may use your information to

support our efforts to create and maintain a diverse workforce or otherwise analyze our applicant composition and recruiting practices.

- To comply with legal and regulatory obligations. We may process your information to comply with our regulatory requirements or in connection with inquiries from regulators, law enforcement agencies, or parties involved in litigation, in each case anywhere in the world.
- As necessary to maintain the health, safety, and security of our workforce and the workplace, and to safeguard Costco's assets, interests, and legal rights.

Costco limits its use of your Sensitive Personal Information to what is relevant and necessary for its business purposes. By accepting this policy and applying for employment with Costco, you consent to the use of your Sensitive Personal Information as described in this Privacy Notice.

#### **4. How We Share Your Information**

We may disclose your information to the following:

- *Service Providers.* All categories of personal information may be disclosed to service providers, which are companies that we engage to conduct activities on our behalf, such as application processing, recruitment, auditing and accounting, professional services, measurement and analytics services, security and fraud prevention, maintenance and hosting of our systems, and IT. Service providers are restricted from using personal information for any purpose that is not related to our engagement.
- *Legal.* We share information where necessary to comply with applicable law, to respond to requests from law enforcement agencies or other government authorities or third parties, as permitted by law and without your consent when it is necessary to protect our rights, interests, customers, employees, or property; report, investigate, or to investigate or prevent illegal activities or violations of our policies; in emergency situations; or to enforce our rights or the rights of others under our terms of service and policies.
- *Corporate Transactions.* If Costco or any portion of our assets, are acquired by, merged with, transferred to, or invested in by another company, we may share your personal information with that company or other third parties involved in the business transition.

#### **5. Retention of Your Information**

We utilize the following criteria to determine the length of time for which we retain job application information:

- The business purposes for which the information is used, and the length of time for which the information is required to achieve those purposes;
- Whether we are required to retain the information type in order to comply with legal obligations or contractual commitments, to defend against potential legal claims, or is otherwise necessary to investigate potential illegal activities or activities in violation of

Costco's policies and procedures applicable to you, to ensure a security of our business, facilities, systems, employees, customers or the public, or to protect health and safety;

- The privacy impact on the individual of ongoing retention; and
- The manner in which information is maintained and flows through our systems, and how best to manage the lifecycle of information in light of the volume and complexity of the systems in our infrastructure.

All criteria are applied similarly to all categories listed above. If you receive and accept an offer of employment, we may retain your application materials as part of your employee records as described in our Employee Privacy Notice.

## 6. Security

We use physical, technical, and administrative measures designed to protect the information we collect. Unfortunately, no data transmission or storage system is guaranteed to be secure, and Costco makes no specific representation or commitment regarding the security of your personal information, except as otherwise required by law.

## 7. Privacy Rights of California Residents

If you are a resident of California, you have the right under the California Consumer Privacy Act (“CCPA”), as amended, to receive notice of the categories of personal information we collect, the purposes for which those categories of personal information will be used, the third parties and service provider to which it may be disclosed, and how we determine the length of time for which the personal information is maintained. That information is contained in this Notice above. You also are entitled to receive notice regarding your rights under the CCPA. That information is provided below.

You have the **right to request access to** personal information collected about you. You also have the **right to request we correct inaccurate information**, and the **right to request that we delete personal information** in certain circumstances. You have **the right to be free from discrimination** based on your exercise of your CCPA rights. You also have **the right to have an authorized agent** (another individual or a business registered with the California Secretary of State) make requests on your behalf through these means.

*How to Submit a Request.* You may submit a request to exercise your rights to know/access, correct, or delete your personal information through one of two means:

- By completing the form at [www.costco.com/RightsRequest](http://www.costco.com/RightsRequest)
- By calling us at 1-800-605-3364

For your security and to ensure unauthorized third parties do not access your personal information, we require you to verify your identity before we act on your request. Upon submission of your request, we will contact you (via the email address provided in your request) with instructions on how to verify the request. Before accepting a request from an authorized agent, we will require the agent to provide proof you have authorized the agent to act on your

behalf, and we may need you to verify your identity directly with us or confirm that you provided the authorized agent permission to submit the request. You must use the [Third Party Authorization form](#) to authorize third parties to make such requests on your behalf.

We may decline your request, or respond to it in a limited way, when permitted by law. If we do, we will give our reasons for doing so in our response to your request.

You have the **right to request that Costco not sell or share your personal information** for targeted advertising or creating profiles. Costco does not sell or share personal information relating to job applicants, so we do not provide a method to submit such requests.

You have the right to request, in certain circumstances, that we **limit the processing of your sensitive personal information**. However, Costco limits its processing of sensitive personal information relating to job applicants to what is reasonably necessary and proportionate to support our hiring processes. Costco does not use sensitive personal information relating to job applicants for the purposes of inferring characteristics of an individual. Accordingly, Costco does not offer an option to limit further processing of sensitive personal information.

## **8. Updates to this Notice**

We may change this Privacy Notice from time to time at our sole discretion. You can see when the Notice was last updated by checking the effective date at the top of this Privacy Notice. We may also notify you in other ways from time to time about the collection, use, and disclosure of your personal information described in this Notice.

## **9. Contact Us**

Please direct questions and requests related to this Privacy Notice or your Personal Information to [costcoprivacy@costco.com](mailto:costcoprivacy@costco.com) or write us at PO Box 35128, Seattle, WA 98124.