



Revised: 04/08/2022

# Candidate Privacy Policy

CNA and its affiliates (“CNA”, “we”, “our,” or “us”) value your privacy. The Candidate Privacy Policy (“Policy”) applies to information you may provide to CNA in the context of seeking employment with CNA in the United States or Canada, including the recruiting and application process (“Candidate Process”). This Policy is here to help you understand how we handle Personal Information that we collect from or about you, and how you may exercise any rights you may have under this Policy.

## Personal Information We Collect

“Personal Information” identifies you as an individual. It also includes information related to you. The information below sets out the categories of Personal Information CNA may collect from or about you within the Candidate Process.

### Contact Information

Definition: Information used to contact an individual.

Examples: Name, postal address, email address, or telephone number.

### Government Issued Identifiers

Definition: Identification numbers provided by any government agency.

Examples: Social security number, social insurance number, driver’s license number, or state identification number.

### Employment Information

Definition: Information about previous or current employment.

Examples: Employment history, qualifications, licensing, or disciplinary records.

### Education History

Definition: Information maintained by an educational institution or party acting for or on behalf of the institution.

Examples: Education records or transcripts.

### Criminal History

Definition: Information related to criminal activity.  
Examples: Convictions or court judgements.

### Internet Network Activity

Definition: Information related to interactions with our portals, websites, applications, or advertisements.

Examples: Browsing history, clickstream data, or search history.

### Audio and Visuals

Definition: Recordings of information by audio, video, or picture.

Examples: Voicemails, voice recordings, photographs, or videos.

If you submit any Personal Information relating to other people to CNA or to CNA's service providers, you represent and warrant that you have the authority to do so and to permit CNA to use the information you provide.

## Using Personal Information

CNA may use Personal Information that may be necessary to:

- Contact you, or send information you have asked to receive about CNA,
- Schedule interviews
- Evaluate your application for employment with CNA,
- Confirm information you have submitted,
- Facilitate background checks,
- Facilitate drug testing,
- Inform you of CNA jobs and to decide if you have the skills for a job,
- Personalize your experience while using the Candidate Process or other digital platforms,
- Protect CNA's privacy and property, as well as the privacy and property of you or others,
- Prevent fraud and other crimes,
- Comply with laws and legal processes, including responding to court, regulatory or governmental requests, and
- As otherwise allowed, or required, by law.

## Sharing Personal Information

CNA may share your Personal Information to facilitate the Candidate Process. In order to do so, we may share your information with:

- CNA's affiliated companies.
- Third parties that help manage, support, and market CNA's business and deliver services to CNA. Examples of these third parties may include:
  - job application service providers,
  - background check service providers,
  - drug testing service providers,
  - regulators,
  - administrators,
  - website hosting services,
  - data analysts,
  - services that support our computer systems,
  - email delivery services, and
  - external digital platforms to personalize your experience.
- Third parties to market their products and services to you if you have given CNA permission to share your information with them.
- A third party in the event of any acquisition, reorganization, merger, sale, joint venture, assignment, transfer or other reassignment of all or part of CNA's business, assets, or stock. This includes disclosure in connection with any bankruptcy or similar proceedings.
- Others, as CNA decides are necessary or appropriate:
  - under applicable law, including laws outside your country or territory of residence,
  - to comply with legal processes,

- to respond to requests from public, governmental, and regulatory authorities, including such requests initiated outside of your country or territory of residence,
- to enforce CNA's Terms and Use,
- to protect CNA's operations,
- to protect CNA's rights, privacy, safety, or property, and/or that of you or others,
- to detect and prevent fraud, and
- to allow CNA to pursue fixes or limit damages CNA may sustain.
- Others, as otherwise allowed by law.

CNA does not sell personal information.

## Cookie Statement

CNA and its service providers may collect cookies. A cookie is a piece of information stored on the device you are using to access the Candidate Process. CNA uses cookies for security purposes and to:

- Help navigation,
- Improve the design and features of the Candidate Process,
- Better provide information, and
- Personalize your experience while using the Candidate Process and/or other digital platforms

If you do not want information collected through the use of cookies, your browser lets you decline using cookies. Refer to <http://www.allaboutcookies.org/manage-cookies/index.html> to learn more. If you set your browser to reject cookies, you may then be asked to re-enter certain information each time you visit the Candidate Process. You may also lose some useful features such as personalization and “keep me signed in” and “remember me”.

## Security

CNA understands that information collected during the Candidate Process may include sensitive personal information. We use reasonable safeguards to protect your Personal Information such as protecting government issued identifiers (e.g. social security number or social insurance number) through the use of physical, electronic, and procedural safety measures. We also limit who may access government issued identifiers. However, information transmission and storage systems are not 100% secure. Please contact us immediately at (866) 262-6244 if you believe your Personal Information has been exposed.

## Consent

Subject to the legal requirements within your jurisdiction, you may be entitled to refuse or withdraw consent with respect to your Personal Information at any time. For further information on consent or to refuse or withdraw consent on a particular use of your Personal Information, please contact the CNA Privacy Office:

### United States

Email: [CNAPrivacyOffice@cna.com](mailto:CNAPrivacyOffice@cna.com), or  
Toll free, by calling: 877-246-2902.

### Canada

Email: [canadacompliance@cna.com](mailto:canadacompliance@cna.com), or

Toll free, by calling: 1-800-268-9399.

## Changes to this Policy

CNA reserves the right to change this Policy at any time. The "revised" legend at the top of this web page shows when the last revision was made. Any changes become active upon notice being provided. Notice of changes may be given by any reasonable means including by posting a notice on the CNA Website. Your use of the Candidate Process after changes have been made to this Policy means that you accept the terms of the revised Policy.

## Questions

If you have questions about how your Personal Information will be used for this process, contact the CNA Privacy Office:

### **United States**

Email: [CNAPrivacyOffice@cna.com](mailto:CNAPrivacyOffice@cna.com), or

Toll free, by calling: 877-246-2902.

### **Canada**

Email: [canadacompliance@cna.com](mailto:canadacompliance@cna.com), or

Toll free, by calling: 1-800-268-9399

For questions regarding the candidate process itself, please contact the CNA Human Resources Office by emailing [Recruiting\\_Help@cna.com](mailto:Recruiting_Help@cna.com).