



Privacy Notice for Potential Team Members

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5508 Lonas Drive
Knoxville, Tennessee 37909



Privacy Notice for Pilot Travel Centers LLC Potential Team Members

We understand that your privacy is important to you, and we are committed to respecting your privacy and protecting your Personal Information (PI).

This Privacy Notice applies to individuals seeking employment with Pilot Travel Centers LLC, owned and / or operated subsidiaries and affiliates, including, but not limited to Pilot Corporation and SFJ Inc. collectively referred to as ("PTC" or ""us" or "we" or "our").

We are providing this Privacy Notice to help you better understand the following:

- What Personal Information We Collect
- Why We Collect and How We Use Personal Information
- How We Update this Privacy Notice

THE PROVISIONS OF THIS PRIVACY NOTICE DO NOT ESTABLISH ADDITIONAL CONTRACTUAL RIGHTS OR OBLIGATIONS, IN WHOLE OR IN PART, BETWEEN PTC AND YOU.

What Personal Information We Collect

Any PI that you submit to us on this job application will be collected and processed by PTC, where permissible by relevant, applicable law. We generally collect the following categories of PI for the purposes disclosed in the "Why We Collect and How We Use Personal Information" section of this Privacy Notice:

- Identifiers and Categories of personal information described in California's data breach notification law
 - **Personally Identifiable Information** such as name, date of birth, postal address, phone numbers, email address, social security number, etc.;
- Professional or Employment-Related Information
 - **Recruitment Information** such as resume and curriculum vitae (CV) details, previous work experiences, educational background, certificates, licenses and vocational records, information of general interests, membership to associations, any information you have provided us during the interviews, information gathered from reference persons whose contact details you have provided to us, leaving date and your reason for leaving, information related to immigration, right-to-work, residence status, pre-hire assessments, etc.;
- Protected Classifications
 - **Sensory Information** such as voice recordings for inquiries, video / photographic images that may be captured in public areas or PTC facilities for security reasons, photographic images for company ID or access card, etc.;
 - **Recruitment Information** such as resume and curriculum vitae (CV) details, previous work experiences, educational background, certificates, licenses and vocational records, information of general interests, membership to associations, any information you have provided us during the interviews, information gathered from reference persons whose contact details you have provided to us, leaving date and your reason for leaving,



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information related to immigration, right-to-work, residence status, pre-hire assessments, etc.;

- Audio, electronic, visual, thermal, olfactory, or similar information
 - **Sensory Information** such as voice recordings for inquiries, video / photographic images that may be captured in public areas or PTC facilities for security reasons, photographic images for company ID or access card, etc.;

Why We Collect and How We Use Personal Information

Your PI will be used by PTC to carry out our application process, and your information may be used for the following purposes to the extent permitted by applicable law:

- **Analytical Purposes:** To evaluate website and mobile application usage, traffic, and purchasing patterns, determine the effectiveness of advertising and marketing campaigns, etc.;
- **Communication Purposes:** To manage communications via text message / SMS, push notification, inbox messaging, email, telephone, or physical mail for business or customer service reasons and / or to review and respond to customer service inquiries, etc.;
- **Equal Employment Opportunity Purposes:** To comply with laws, regulations, and guidance pertaining to equal employment opportunity and anti-discrimination, etc.;
- **Legal, Regulatory, or Insurance Purposes:** To comply with applicable law, legal proceedings, court orders, garnishments, government mandates, and respond to requests from legal authorities, enforce law requirements, investigate injury claims, respond to environmental laws and regulations, apply for Intellectual Property protections, provide and administer workers' compensation, etc.;
- **Personnel and Performance Management Purposes:** To manage processes related to employment application and hiring, employee onboarding, training, development planning, succession review, goal setting, engagement surveys, performance management, employee offboarding, etc.;
- **Security Management and Monitoring:** To detect security incidents, protect against and investigate malicious, deceptive, fraudulent, or illegal activity or prosecute individuals responsible for that activity, secure PTC's premises, assets, and information for the purposes of fraud or crime prevention, suppression, or detection, ensure compliance with PTC's Acceptable Use Policy (AUP), terms of use, or communication security requirements, enforce contractual terms of use, etc.; and / or
- **Other Business Purposes:** To provide products, services, or information to PTC and business partners, communicate for business or customer service reasons, perform outplacement services, carry out any other legitimate reason such as changes to our policies or in response to an inquiry, etc.

If you are offered and accept employment with PTC, the PI collected during the application and recruitment process may become part of your employment record.



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PTC is committed to the privacy and security of your PI.

Following industry leading practices, when we collect, use, process, or disclose your PI, we take reasonable steps to ensure it is treated securely and in accordance with this Privacy Notice.



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How We Update This Privacy Notice

PTC may change this notice from time to time at its sole discretion. We will post any changes to www.pilotflyingj.com/applicant-privacy-notice. Each version of the notice is identified by its effective date.

This Applicant Privacy Notice is effective January 1, 2020.