

Applicant Privacy Notice

Effective Date: January 3, 2023

This Applicant Privacy Notice (“Notice”) applies to a job applicant (“you”) applying for a job in the United States with Sally Beauty Holdings, Inc. or its subsidiaries (collectively, “Sally,” “we,” “us,” or “our”) and we adopt this Notice to describe and govern how we gather information about you, how we use, disclose, and store that information, and what steps we take to protect that information.

By applying and using the corresponding website to do so, you consent to the terms of this Notice as well as the corresponding website’s Terms of Use. Sally may change this Notice from time to time. Please check back here periodically for up-to-date information about our privacy practices. Each version of this Notice is identified at the top of the page by its effective date.

California residents: click [here](#) to read the Employee/Applicant California Privacy Rights; the terms of which, in addition to those contained in this Notice, will govern the collection, use, disclosure and storage of personal information through the application process for those respective residents.

Click here to download this Notice in pdf form.

Information Collection and Use

We may collect, store, and use the following types of information and personal information to facilitate our recruiting and hiring process and for other purposes disclosed in this Notice:

- **Information You Give Us:** Application, resume, CV, and account creation information such as name, address, email, password, phone number, birthdate, languages spoken, education and work history, military or veteran status, and certifications and licenses; interactions with Sally’s social media accounts; your import of information from another website, such as LinkedIn or Indeed; your government issued identifiers (e.g. driver’s license number, state ID, passport number); your eligibility to work in the United States, which may include your citizenship or immigration status; content of communications with our offices, stores, or contractors via email, telephone, video call, and online chat, any of which may be recorded; relocation, travel, and lodging details, including related expenses, if we authorize reimbursement for the same; financial information such as pay history and negotiations, account or banking information to facilitate direct deposit, and tax withholdings; information about your spouse or partner, dependents, and beneficiaries to facilitate benefit or tax elections or indicate an emergency contact; and information for government reporting purposes (e.g. EEO-1s), to comply with anti-discrimination laws, or to provide work-related accommodations such as race, ethnicity, gender, disabilities, pregnancy, medical condition or accommodations needed to perform the job. While this is the information we typically collect from applicants, some applicants may provide additional information, which we would store and use consistent with this Notice.
- **Automatic Information:** If you apply through our website, your use of the website; your internet protocol (IP) address; your device operating system and browser type. Please also review the privacy policy of the website you apply through for further details.
- **In Store and Offline Technologies:** We may record calls into our offices and stores; your image, recording, voice, or movements from our devices in our stores or offices, such as Closed Circuit Television systems, devices where an operator interacts verbally and may take pictures, when activated in an emergency, or devices that monitor store traffic patterns.

- From Third-Parties: If you apply through an external recruiter, they submit information about you to us; results of a background check, drug screening, or education, licensing, or certification verification; feedback from former employers, academic institutions, or references we contact; and results of aptitude and intelligence testing.
- Social Media: If you interact with us on social media (e.g. LinkedIn), we may collect information you share with us, or that the social media platforms share with us. For more information about the privacy practices of those social media platforms, please review the privacy policies and settings of the social media platforms and networks that you use.
- Information from Other Sources: Updated address information, trip information, or delivery status from delivery services; information we find online or through service providers during recruiting efforts; business contact information from public records.

We do not knowingly accept applications, or otherwise employ or contract with individuals under the age of 16. As such, Sally does not knowingly collect personal information online from children under the age of 16.

We may collect information that we don't consider "personal information" (subject to the law(s) that apply to you, as a data subject), publicly available information or lawfully obtained truthful information that is a matter of public concern; de-identified or aggregated information; or information covered by other specific privacy laws. We share and use this information as disclosed in this Notice.

Information Disclosure and Purpose

We may disclose information about you to our service providers or other processors to perform services on our behalf.

- We use a variety of service providers to help us perform routine business functions. Those include, but are not limited to: printers; delivery services and couriers; administrators of our applicant tracking and human resources systems; service providers who provide, support, and maintain our IT, security, and communications systems; and travel and relocation providers.
- External recruiters to assist us in the recruiting process.
- Service providers who help us in the hiring process, such as background check providers; those who verify references, work history, education, licenses, and certifications; aptitude and intelligence testing services; and drug testing administrators.
- Benefit providers you elect.
- Companies who help us improve the efficiency and quality of our websites and business operations; debug, identify, and repair errors that impair the intended functionality of our Site.

For your protection we require, or these companies are otherwise obligated, to keep all personal information confidential.

We may also disclose some or all of the information that we collect (described in the Information Collection and Use) as permitted or required by law. For example, we may share information:

- Where you have provided your consent.
- For reporting purposes to government entities, or with regulatory authorities and law enforcement officials as required by law.
- To exercise our legal rights or defend legal claims.
- With financial institutions and payment processors to process payments.
- With our affiliates to provide shared business services.
- When we believe in good faith that the disclosure is required to prevent harm or injury, or a perceived physical threat to any individual (such as claims or other liability).

- Delivery service providers (e.g. USPS or UPS) to send you mail or a package.
- For physical security, cybersecurity, incident response, and risk reduction purposes.
- To respond to a subpoena.
- As part of a merger, acquisition, or sale of business involving Sally.
- Other parties and purposes communicated to you at the time of collection.
- De-identified or aggregated and anonymized demographic and statistical information with our partners to perform a variety of functions.

Protection and Retention of Information

We have appropriate physical, electronic, and procedural security safeguards to protect and secure the information we collect. However, no website, mobile app or the systems they depend on are completely secure. You are also responsible for taking steps to protect your personal information against unauthorized disclosure or misuse.

- We work to protect the security of your personal information during transmission by using encryption protocols and software.
- We maintain physical, electronic, and procedural safeguards in connection with the collection, storage, and disclosure of personal information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you.

Information will be stored in accordance with applicable laws and retained for so long as we have an ongoing legitimate business for such information or as otherwise required by applicable law.

Maintenance of Accurate Information

We have established commercially reasonable procedures designed to ensure that your personal information is as accurate and complete as possible. If you believe that our records contain inaccurate or incomplete information about you, please update said records by contacting us below or speaking directly to your recruiter.

Contact Us

If you have questions about this Notice, or to contact us as referenced above, we can be reached as follows:

Sally Beauty Holdings, Inc.
Attn.: HR File Room
3001 Colorado Blvd.
Denton, TX 76210
800-777-5706