

EMPLOYEE AND APPLICANT PRIVACY NOTICE



Last updated: January 1, 2023

PURPOSE

This Employee and Applicant Privacy Notice (“Notice”) describes the types of information that Mister Car Wash, Inc., and its subsidiaries (“Mister”, “we”, or “us”) collects from job applicants and current and past employees. It also explains how we use and may share that information and how to access and update it.

SCOPE

This Notice applies to current and former Mister employees as well as applicants to open Mister jobs. This Notice does not form part of any contract of employment offered to job applicants hired by Mister. Provisions of this Notice dealing with individuals employed with Mister are not applicable until they begin working for us. Effective date: Jan.1, 2023.

UPDATES TO THE NOTICE

We may change this Notice from time to time, and we will post changes in an area of our website that is accessible to current and former Mister employees. Each version of this Notice is identified by its version number and date of revision.

PROVISIONS OF THE NOTICE

Personal Information We Collect

We may collect the following types of personal information when you apply for a job with Mister or during the course of your employment at Mister:

- Your name, address, email address, telephone number, and other contact information
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, or other information you provide to us in support of an application and/or the application and recruitment process
- Information from interviews you may have, if any
- Details of the type of employment you are looking for, current and/or desired salary and other terms relating to compensation and benefits packages, and job preferences
- Details of how you heard about the position you are applying for
- Any sensitive and/or demographic information obtained during the hiring process such as gender, information about your citizenship and/or nationality, medical or health information, and/or your racial or ethnic origin
- Reference information and/or information received from background checks (as applicable), including information provided by third parties

- Information relating to any previous applications you may have submitted to Mister and/or any previous employment history with Mister
- Information about your educational and professional background from publicly available sources, including online, that we believe is relevant to your application or a potential future application (e.g., your LinkedIn profile)
- Information collected from you automatically when you use our websites, such as through cookies, web beacons, pixel tags, and other online tracking mechanisms
- Banking information for direct deposit purposes, income history and income information, and benefits information, as well as information regarding your beneficiaries
- Mister's vehicles, whether owned or leased, are equipped with GPS to locate vehicles in accordance with authorized legitimate business needs. The GPS data collected by the leasing company or us is available to us, and we use it to confirm the vehicle's location for other legitimate business purposes.

In addition, and with your consent as required, Mister will collect, manage, and store your biometric information for employee time-keeping purposes in accordance with its Biometric Information Privacy Policy [GRC.1100.5-MCW-POL].

Purposes for Which We Collect Personal Information

We may use the personal information we collect from you as a job applicant or current or former employee for the following purposes:

- **Manage the application process.** We use your personal information to process your job application, verify the information you have provided in your application, communicate with you regarding your application, answer your questions regarding the application process, and confirm your eligibility for a position. We may also save your information for future job openings within Mister.
- **Manage the hiring process.** We may use your personal information in the hiring process to conduct interviews. We may also use your personal information to perform background and reference checks (with your consent) if you are offered a position.
- **Communicate with you.** We may use your personal information to provide information to you, respond to your questions, notify you of changes to your compensation and benefits program, or notify you of emergencies.
- **Manage the onboarding process.** Upon being hired by Mister, we will collect personal information when you complete new hire paperwork to assist us in administering salary and benefits and to assist us with complying with governmental and legal requirements.
- **Administer compensation and benefits programs.** We will use the personal information you provide to process payroll, pay taxes, help employees address employment-related tax issues, administer benefits, and handle work-related

expense reimbursement. We may also use this personal information to manage requests for accommodations. We also use this personal information to administer employee claims such as workers' compensation or unemployment benefits.

- **Recruit.** We may use personal information to communicate with you regarding the recruiting process, learn where you heard about Mister, and evaluate and improve our recruiting process.
- **Manage performance.** Mister collects personal information to assess your performance, assist in career development, conduct pay and grading reviews, and handle any employment-related disputes. We may also use personal information to respond to violations of company policies and to gather information for disciplinary actions. We use personal information for purposes of the internal performance improvement and disciplinary process and to respond to complaints.
- **Monitor online activities.** We may monitor any activity you perform online while using a Mister device, using Mister-licensed software, e.g., Office 365 or Mister Connect, or while connected to Mister's internet provider, such as your activity on websites or apps.
- As an employee, you should have no expectation of privacy while using a Mister device, Mister-licensed software, or Mister's internet provider.
- **Provide education and professional services.** We may use your personal information to assist with education, training, and professional development.
- **Comply with law enforcement and courts.** We may disclose your personal information in response to a subpoena, a search warrant, or other legally valid process.
- **Maintain records.** We may use personal information to comply with applicable legally required or industry-standard business and employment recordkeeping requirements and to respond to governmental requests for information.
- **Maintain health and safety.** We use this information to protect your health and safety or the health and safety of others. We may also use this information to respond to an employee-related emergency.
- **Protect our legal rights.** We may use your personal information to protect our legal rights, defend a claim or lawsuit, and investigate or prevent actual or suspected loss or harm to persons or property. We may use your personal information to seek legal, accounting, or other professional advice when necessary to identify, contact, or bring a legal action against someone, including you, who may cause or be causing harm to, or interfering with, the legal rights of Mister or any other party.
- **Maintain security.** We may use your personal information to monitor the use of our information systems and electronic resources, conduct internal audits or investigations, and provide for the safety and security of Mister employees, visitors, and facilities. We may also use such information to protect Mister against illegal activity and misconduct such as fraud, deceptive practices, and data security

incidents. We use this information to offer, operate, maintain, deliver, troubleshoot, and update our website and the platforms, programs, network, and systems used by Mister in the course of its business.

- **Facilitate change in ownership.** We may use personal information in connection with the evaluation of a change in control of Mister such as in the event of a merger, acquisition, or sale of assets. We may provide personal information both in connection with a due diligence process, or as part of the change of control transfer to subsequent owner(s). If we (or our assets) are acquired or if we go out of business, enter bankruptcy, or go through some other change of control or reorganization, personal information and other information could be one of the assets transferred to or acquired by a third party or reviewed as part of the due diligence process.

Information Security

Mister makes commercially reasonable efforts to protect employees' and applicants' personal information. We protect personal information using technical and organizational measures designed to reduce the risks of loss, misuse, and unauthorized access, disclosure, alteration, and destruction of personal information appropriate to the type of personal information processed.

Notwithstanding our security safeguards, it is impossible to guarantee 100 percent security in all circumstances. Mister employees and applicants are responsible for safeguarding the security of any password, user ID, or other form of authentication involved in obtaining access to password-protected or secure areas of any Mister-owned or licensed platforms. See *IT Password Policy* [IT.4205-MCW-POL]. It is your sole responsibility to use the appropriate level of care whenever communicating with us.

If you have reason to believe that your interaction with us is no longer secure (for example, you feel that the security of any account you might have with us has been compromised), you must immediately notify MisterIT@mistercarwash.com of the problem. If a breach of your personal information occurs, we will notify you of the breach if and as required under applicable law.

In order to protect you and your personal information, Mister may suspend your use of any Mister software or internet programs, applications, or platforms without notice pending an investigation if any breach of security is suspected. **However, no data transmission over the internet or a mobile device can be guaranteed to be 100 percent secure. While we strive to protect personal information, we do not guarantee the security of any personal information, and you provide personal information at your own risk.**

Data Retention

If you apply for a position at Mister and your application is unsuccessful (or you withdraw from the process or decline our offer of employment), Mister will retain your information for a period after your application. We retain this information for various reasons, including to satisfy legal requirements, to have records in case we face a legal challenge in respect of a recruitment decision, to help us if we decide to consider you for other current or future jobs at Mister, and to better understand, analyze, and improve our recruitment processes.

If you do not want us to retain your information for consideration for other roles or if you want us to update your information, please contact hrhelp@mistercarwash.com. Please note, however, that we may retain some information if required by law or as necessary to protect ourselves from legal claims.

The factors that influence how long we retain data about you include what information is needed to facilitate the hiring process, manage the employment relationship, provide services and experiences to you, and meet legal and contractual retention requirements. We retain information for specific business and legal purposes. Sometimes business and legal requirements require us to retain certain information for specific purposes for an extended period of time.

Your Rights in Respect of Your Personal Information

In certain states or countries, you may have certain rights under data protection laws. This may include the right to request access to your information for the purposes of viewing, updating, or deleting it.

If you wish to exercise a right, please contact hrhelp@mistercarwash.com. We will respond to any requests in accordance with applicable law, and there may be circumstances where we are not able to comply with your request.

CONTACT US

Questions or concerns should be forwarded to Mister's Human Resources department at hrhelp@mistercarwash.com.

Last updated: January 1, 2023

YOUR CALIFORNIA PRIVACY RIGHTS

Subject to certain limitations permitted by applicable law, **if you are a California resident** you may make the following requests with regard to your Personal Information.

RIGHT TO REQUEST DISCLOSURE OF CATEGORIES

Categories Collected. You have a right to request access to the following information: (a) the categories of Personal Information we collected about you in the 12-month period prior to your request, (b) the categories of sources from which the Personal Information was collected, (c) the business or commercial purpose for which we collected your Personal Information, (d) the categories of Personal Information we disclosed in the 12-month period prior to your request, and (e) the categories of third parties with whom we shared or sold your Personal Information. (f) the specific pieces of personal information that we have collected about you, (g) the business or commercial purpose for collecting or selling personal information. If we provide such information electronically, the information will be in a portable format.

Categories Disclosed. You also have a right to request disclosure of the categories of Personal Information that we have sold or disclosed for business purposes in the 12-month period prior to your request, if any, and the categories of third parties to whom we have sold or disclosed it. If we provide such information electronically, the information will be in a portable format.

Right to Request Access. In addition, you have a right to request that we disclose to you the specific pieces of Personal Information that we have collected about you in the 12-month period prior to your request. If we provide such information electronically, the information will be in a portable format.

Right to Request Deletion. You have a right to request that we delete Personal Information we collected about you. If it is necessary for us to maintain the Personal Information for certain purposes, we are not required to comply with your deletion request. If we determine that we will not delete your Personal Information when you request us to do so, we will inform you and tell you why we are not deleting it.

Right to Opt-Out of the Sale/Sharing. You have the right to request that we do not sell or share your Personal Information as defined by California law. However, based on current California laws, we do not believe that we have sold any Personal Information of an individual under 16 years of age, or any other individual, in the last 12 months.

Right to Limit the Use of My Sensitive Personal Information. You have the right to request that we limit the use and disclosure of sensitive personal information. If it is necessary for us to use the Personal Information we are not required to comply with your request to limit the use of your Sensitive Personal Information.

Right to Request to Correct. You have the right to request that we correct inaccurate Personal Information that we maintain about you. We will review your request and will consider factors relating to the information request.

Non-Discrimination. You have a right to exercise the above requests and we will not discriminate against you for exercising any of your rights under applicable law or this Notice. This includes not (a) denying you goods or services, (b) charging you different prices, (c) providing you a different level or quality of good or services, or (d) suggesting that we will do (b) or (c), because you exercised your rights. If we choose to offer a financial incentives program in the future, additional terms will apply which may be an exception to this Section.

How to Exercise Your Rights. To exercise your rights described in this Notice, you may submit your request to us by contacting us at any of the following:

- <https://mistercarwash.com/privacy-portal/>
- 1-866-254-3229
- privacy@mistercarwash.com

Who May Exercise Your Rights. You may make a request to exercise the above rights on behalf of yourself or on behalf of a child if you are a parent or legal guardian of the child. In addition, you may authorize an agent to exercise your rights on your behalf, if you provide the agent with written permission and, if the agent is a business entity, provided the agent is registered with the California Secretary of State. If an authorized agent contacts us to exercise the above rights, we will need to verify their identity as well as your identity. We will also require proof of your written authorization to the agent to be your agent and to make the specific request submitted, unless the agent is subject to a Power of Attorney under California probate laws. If the agent is a Power of Attorney under California probate laws, we may require evidence of that status.

Verification of Your Request. Once we receive your request, we will contact you to confirm receipt of your request. In addition, we may contact you to provide us with additional information to allow us to verify your identity based on the Personal Information we have in our systems. In order to verify your request, you must provide sufficient information that allows us to reasonably verify you are the person that is the subject of the Personal Information you have requested. This information may vary depending on the Personal Information we already have. Certain types of requests may require additional verification to ensure you are who you say you are. If you have used an agent to make your request, we will

also need to verify the identity of the agent. Verification of your request may require you, or your agent if applicable, to sign a declaration verifying identity under penalty of perjury.

When and How We Will Respond. We will confirm receipt of your request within 10 business days and we will try to respond to your request within 45 calendar days. If we require additional time to respond, we will inform you of the reason and may take an additional 45 calendar days to respond. Any disclosures we provide will only cover the 12-month period preceding our receipt of your request. We may deny your request, as permitted by law, if we are unable to verify your identity or, if an agent makes the request on your behalf, if we are unable to verify their identity or proof of their authorization. We may charge a fee to process or respond to your request if it is excessive, repetitive, or manifestly unfounded.

Based on the categories required by California law, below lists the Personal Information categories collected in the prior 12 months of the effective date of this Notice, where they are sourced, why they are collected, and if we disclose them, the categories of service providers or other third parties to whom we disclose them:

Category of Personal Information	Categories of Sources	Purpose Collected	Disclosed for a Business Purpose	Categories of Entities We Disclose To
Identifiers	Directly from you via our Website, via phone, or in-person	We use your personal information to: Manage the application and hiring process Perform background and reference checks Communicate with you Manage the onboarding process Administer compensation and benefits programs Recruit Manage Performance Provide education and professional services Comply with law enforcement and courts Maintain records Maintain health and safety Protect our legal rights Maintain security Provide IT help Process injury and workers' compensation claims Facilitate change in ownership	Yes	Service providers involved in: Background and reference checks Recruitment Benefits providers and administrators Payroll administrators State workers' compensation and unemployment agencies Legal counsel Law enforcement

<p>Personal Information categories under California Customer Records statute (Cal. Civ. Code 1798.80(e)) there is overlap with Identifiers category above</p>	<p>Directly from you via our Website , via phone, or in-person</p> <p>From our service providers and third parties</p>	<p>We use your personal information to:</p> <p>Manage the application and hiring process</p> <p>Perform background and reference checks</p> <p>Communicate with you</p> <p>Manage the onboarding process</p> <p>Administer compensation and benefits programs</p> <p>Recruit</p> <p>Manage Performance</p> <p>Provide education and professional services</p> <p>Comply with law enforcement and courts</p> <p>Maintain records</p> <p>Maintain health and safety</p> <p>Protect our legal rights</p> <p>Maintain security</p> <p>Provide IT help</p> <p>Process injury and workers' compensation claims</p> <p>Facilitate change in ownership</p>	<p>Yes</p>	<p>Service providers involved in:</p> <p>Background and reference checks</p> <p>Recruitment</p> <p>Benefits providers and administrators</p> <p>Payroll administrators</p> <p>State workers' compensation and unemployment agencies</p> <p>Legal counsel</p> <p>Law enforcement</p>
<p>Protected Classification characteristics under California or federal law</p>	<p>Directly from you</p>	<p>To verify work eligibility</p> <p>To administer benefits</p> <p>Work Opportunity Tax</p> <p>Credit Screening</p>	<p>Yes</p>	<p>Service providers involved in:</p> <p>Background and reference checks</p> <p>Benefits administrators</p> <p>Federal government</p>
<p>Data Concerning Health</p>	<p>Directly from you</p> <p>Indirectly from our service providers and third parties</p>	<p>Benefits administration</p> <p>Claims processing and handling</p> <p>Workplace safety—</p> <p>Covid-19 reporting</p>	<p>Yes</p>	<p>Service providers involved in:</p> <p>Benefits administrators</p> <p>Insurance providers</p>
<p>Biometrics</p>	<p>Directly from you</p>	<p>Time-keeping</p>	<p>Yes</p>	<p>Service providers involved in:</p> <p>Biometric timekeeping</p>
<p>Sensory data</p>	<p>Directly from you</p>	<p>Security video</p> <p>Voicemail</p> <p>Meeting recordings</p> <p>Photographs</p>	<p>Yes</p>	<p>Insurance providers</p> <p>Law enforcement</p> <p>Legal Counsel</p>

Geolocation	Indirectly from you, GPS device, and our service providers	Company-owned and leased maintenance vehicles GPS tracking Tracking the use of our website and other online services	Yes	Service provider involved in: GPS services the provision, maintenance, and improvement of our website and other online services Auto leasing
Internet or other electronic network activity information, including, but not limited to, information regarding your interaction with the Site	Directly from you, your computer or other device Indirectly from our service providers	Providing you the service, product or communication requested and documenting the request Displaying and customizing content on our Site and other online services Improving our Site and other online services Monitor the use of our information systems and electronic resources Internal audits and investigations Protect against illegal activity and security incidents	Yes	Service providers involved in: Processing or providing our products, services, and communications The provision, maintenance, and improvement of our Site and other online services Third-party social media platforms Third-party advertising networks and analytics providers Third-party survey providers Providing data security. Legal counsel Law enforcement
Professional or employment-related information	Directly from you Indirectly from our service providers	Manage the application, performance, and hiring process Perform background and reference checks	Yes	Service providers involved in: Providing employment verification
Inferences	Directly from you	Predictive index assessment (voluntary)	No	Service providers involved in: Providing predictive index assessment platform

Sensitive personal information	Directly from you Indirectly from our service providers	We use your personal information to: Manage the application and hiring process Perform background and reference checks Manage the onboarding process Administer compensation and benefits programs Comply with law enforcement and courts Maintain records Maintain health and safety Protect our legal rights Maintain security Process injury and workers' compensation claims Precise geolocation (GPS) Biometrics	Yes	Auto leasing company Service provider of GPS services Service providers involved in the provision, maintenance, and improvement of our Website and other online services
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Although the categories of information above are collected for the designated purposes, Personal Information may be otherwise used for the purposes set forth in this Notice as reasonably contemplated at the time of collection.

REVIEW AND APPROVAL

This notice will be reviewed **annually** and updated as necessary.

Name, Title, and Signature	Date (YYYY-MM)
<i>Markus Hartmann</i> Markus Hartmann, General Counsel	2022-12