

## Privacy Policy

### Scope

Family Dollar ("Company") protects the privacy of data disclosed to it by job applicants ("Applicants"), and Team Members ("Team Members") and their families, and personal data the Company receives from others, including our customers. This Privacy Policy applies to Family Dollar and all Applicants, Team Members and customers of Family Dollar. Please note that Family Dollar maintains a separate HIPAA Health Plan Privacy Policy, the terms of which supercede this Policy with respect to issues related to protected health information. Also, please note that Family Dollar's Terms of Use & Privacy Statement, posted at the Family Dollar Web site, supercede this Policy with respect to the use of the Family Dollar Web site.

This Policy describes:

- the kinds of personal data that the Company receives, and how the Company uses that data;
- the Team Members of Family Dollar and others that are allowed access to personal data and how the Company protects the personal data it receives;
- how to notify Family Dollar about improper uses of personal data and what the Company does after it receives that notice; and,
- when individuals will be given a choice as to whether or not to allow disclosure of personal data by Family Dollar

### How Family Dollar Defines "personal data" and "Personal Information"

"Personal data" and "personal information" are any information, whether maintained on paper or electronically, relating to any identifiable person. This includes names, photographs, addresses, telephone or identification numbers, credit card or debit card numbers, social security numbers and passwords or PINs used to access any account. It includes health, medical, credit history and background information, and information about a person's education, training, work history, military and veteran status, and criminal arrests, indictments and convictions. It includes contact information such as home and office addresses, and home and office e-mail addresses. It also includes the results of Applicant and Associate pre-employment screening and drug tests; and anything to do with employment with Family Dollar.

### How Family Dollar Uses Personal Data:

Family Dollar discloses personal data to Team Members who need to have it in order to do their jobs. It may disclose Associate personal data to third parties who advise the Company on compensation and benefit programs, who provide background checks, and to companies that administer programs for Family Dollar. Generally, these third parties are legally prohibited from disclosing personal data to any other entity or using such data for any purpose other than that which Family Dollar has hired them to

do. Family Dollar Team Members should make their best effort to obtain and maintain the minimum amount of personal data necessary to meet the Company's business needs.

Family Dollar may disclose customers' personal data to third parties in order to process payments and for other business reasons to the extent allowed by applicable law. Generally, these third parties are legally prohibited from disclosing personal data to any other entity or using such data for any purpose other than that which Family Dollar has hired them to do. Family Dollar Team Members who deal with such third parties should use commercially reasonable efforts to ensure that personal data disclosed to third parties is used properly, including entering into appropriate contractual arrangements that outline necessary information security commitments from such vendors, and/or review of the privacy policies and practices of such vendors.

The Company reserves the right to, and, in fact, will, monitor Associate communications on Family Dollar information systems in order to ensure compliance with this and other Company policies.

Family Dollar may be required to disclose personal data pursuant to legal process, such as a receipt of a search warrant, a subpoena, a court order or other request from a government agency. Family Dollar may disclose personal data to protect the Company's legal rights, or in an emergency situation if someone's physical safety is at risk, or to notify family members or government agencies of the location or condition of an Associate.

The Company does not disclose personal data to any outside entity for marketing purposes. Family Dollar does not sell, rent, or license personal information to others.

**Family Dollar Team Members must take all reasonable steps to protect the personal information of customers, Applicants, Team Members, and their families, and any other individuals whose personal data may come into Family Dollar's possession.** Misuse or unauthorized disclosure of personal data, even if unintentional, will result in disciplinary action, up to and including termination of employment. In appropriate circumstances, Team Members who misuse or improperly disclose personal data may be referred to law enforcement officials for criminal prosecution, and may be subject to a civil lawsuit filed against them by Family Dollar. The Company uses personal data only as stated in this Policy.

## **Privacy Policy**

### **Data Security, Integrity and Access:**

Family Dollar uses commercially reasonable controls to safeguard personal data against misuse, improper disclosure, and unauthorized access.

Generally, Family Dollar will allow an Associate to review his or her personnel file if Family Dollar is required to do so by applicable law. If an Associate discovers that the Company maintains personal data in the Associate's personnel file that is inaccurate, the Associate should tell his or her supervisor. Family Dollar will correct inaccurate personal data contained in personnel files. Please note, though, that opinions offered by a supervisor about an Associate's performance are not subject to correction pursuant to this Policy.

Team Members may not access nor use, nor attempt to access or attempt to use, personal information regarding customers, Applicants, or other Team Members unless such access or use is a necessary function of the Associate's job. Team Members must take all reasonable steps to protect the confidentiality, security, and accuracy of personal information maintained by Family Dollar.

### **Enforcement:**

The Family Dollar Compliance Committee (or its designee) will investigate every allegation of a violation of the Privacy Policy. In response to a complaint, the Compliance Committee will determine whether a violation occurred and decide whether changes are needed to prevent a recurrence of the violation. The Compliance Committee will also assist Human Resources in determining whether disciplinary action is necessary, and will accurately document each investigation.

### **Social Security Numbers:**

The terms of this Privacy Policy apply to Social Security Numbers ("SSNs") maintained by Family Dollar, including those maintained due to Federal or State law requirements. All Team Members must, to the extent practicable, protect SSNs from inappropriate use or disclosure. Within Family Dollar, only Team Members who have a "need to know" SSNs in order to perform their job functions should be allowed access to SSNs. SSNs should not be transmitted outside Family Dollar except as required by law or to vendors who 1) need those numbers to perform services on behalf of Family Dollar and 2) have agreed to protect the confidentiality of SSNs they receive. When destruction is required by the Company's Records Management Policy, any paper document that contains SSNs or other Personal Information must be completely destroyed by shredding or incineration. Electronic documents that contain SSNs must be destroyed by complete erasure. Violation of this Privacy Policy, and/or these specific provisions pertaining to SSNs, may subject Team Members to disciplinary action up to and including termination.

## Policy Changes & Questions:

### **Changes to this Privacy Policy**

Family Dollar reserves the right to make changes to this Privacy Policy at any time.

### **Compliance Committee and Assessment**

Questions about this Policy may be emailed to the Compliance Committee at [privacy@familydollar.com](mailto:privacy@familydollar.com). On an annual basis, the Compliance Committee (or its designee) will conduct a review of the Company's compliance with this Privacy Policy.