

Applicant and Candidate Privacy Policy

This policy explains:

- The information we collect during the application and recruitment process and why we collect it;
- How we use that information; and
- How to access and update that information.

In addition to this policy, your application and candidacy are governed by any applicable terms and our general [Privacy Policy](#).

Types of information we collect

This policy covers the information you share with us and/or which may be acquired or produced by Snap Inc., its subsidiaries and its affiliates (“Snap”) during the application or recruitment process including:

- Your name, address, email address, telephone number and other contact information, and Snapchat username;
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, school transcripts, or other information you provide to us in support of an application and/or the application and recruitment process, including, for;
- Information from interviews and phone-screenings you may have, including any test results or work product;

- Details of the type of employment you are or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, willingness to relocate, or other job preferences;
- Details of how you heard about the position you are applying for;
- Any sensitive and/or demographic information obtained during the application or recruitment process that is necessary to process for our legitimate business purposes, as permitted by applicable law, or that is provided voluntarily by you, 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 (where applicable), including information provided by third parties; and/or
- Information relating to any previous applications you may have made to Snap and/or any previous employment history with Snap.

How we use information we collect

Your information will be used by us for its legitimate business purposes of carrying out the application and recruitment process, which includes:

- Assessing your skills, qualifications and interests against our career opportunities;
- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a job;
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at Snap;
- Creating and/or submitting reports as required under any local laws and/or regulations, where applicable;
- Where requested by you, assisting you with obtaining an immigration visa or work permit where required;
- Making improvements to Snap's application and/or recruitment process, including improving diversity in recruitment practices; and/or

- Complying with applicable laws, regulations, legal processes or enforceable governmental requests.

We may also use your information to protect the rights and property of Snap, our users, applicants, candidates, employees or the public as required or permitted by law.

If you are offered and accept employment with Snap, the information collected during the application and recruitment process will become part of your employment record.

Who may have access to your information

- In order to process your application, it may be necessary for your information to be shared with our affiliates, subsidiaries or joint ventures in the United States and in other jurisdictions outside of the country in which you reside.
- If you have been referred for a job at Snap by a current Snap employee, with your consent, we may inform that employee about the progress of your application and let the Snap employee know the outcome of the process. In some cases, if it is identified that you have attended the same university/school or shared the same previous employer during the same period as a current Snap employee, we may consult with that employee for feedback on you.
- Snap may also use service providers acting on Snap's behalf to perform some of the services described above including for the purposes of the verification / background checks. These service providers may be located outside the country in which you live or the country where the position you have applied for is located.
- Snap may sometimes be required to disclose your information to external third parties, such as to local labour authorities, courts and tribunals, regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process.
- We will also share your personal information with third parties if we have your consent, or to detect, prevent or otherwise address fraud, security or technical issues, or to protect against harm to the rights, property or safety of Snap, our

users, applicants, candidates, employees or the public or as otherwise required by law.

- It is your responsibility to obtain consent from referees before providing their personal information to Snap.
- Snap is a global company, which means that it may be necessary for your information to be stored and processed outside of the country or region where it was originally collected, including in the United States. Snap uses EU Commission-approved mechanisms when it transfers personal data from the EEA to countries outside of the EEA that do not have an adequacy finding by the EU Commission.
- Snap takes appropriate steps to protect information about you that is collected, processed, and stored as part of the application and recruitment process.

Updating, accessing, and deleting your information

Snap may retain your information to consider you for other jobs at Snap. If you reside in the EEA or another country in which you have rights to update, access, or request deletion of your personal data, you may contact us to make such requests at gdpr@snap.com. Please note, however, that some information may be retained for legitimate business purposes according to a retention schedule or if required by law.

Changes to this Policy

We may change this policy from time to time. We will post any changes to this policy on this page. Each version of this policy is identified at the top of the page by its effective date.

Last updated May 25, 2018