

## **Applicant and Candidate Privacy Policy**

Last Updated: December 31, 2019

This Applicant and Candidate Privacy Policy (“Policy”) explains the information Snap Inc., its subsidiaries, and its affiliates (“Snap”) collect during the application and recruitment process, how we use it, whom we may share it with, and the controls we offer you to access, update, and delete your information.

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

### **Information We Collect**

We collect information about you during the application or recruitment process including:

- Your name, address, email address, telephone number, 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;
- 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.

We also collect information about you, for the purposes described in this Policy, from third parties, such as employment agencies and professional networks. If we determine that you may be a good fit at Snap, we may reach out to you to gauge your interest and request that you apply for a posted job opening.

### **How We Use Information**

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.

### **How We Share 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 uses 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.

### **Control Over 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](mailto:gdpr@snap.com). Please note that some information may be retained for legitimate business purposes according to a retention schedule or if required by law.

### **California Residents**

As detailed above and in our general [Privacy Policy](#), we collect personal information during the application or recruitment process. In the last 12 months, we've collected the following categories of personal information from or about you, as defined in the California Consumer Privacy Act of 2018 ("CCPA"):

- A. Identifiers, such as your name and email address.
- B. Personal information categories listed in the California Customer Records provisions, such as your name, address, and telephone number. Keep in mind that some personal information included in this category may overlap with other categories.
- C. Characteristics of protected classifications under California or federal law, such as your gender and age.
- D. Internet or other electronic network activity information, such as session logs and activity on and interaction with our careers website.
- E. Geolocation data, such as your physical location.
- F. Professional or employment-related information, such as your job history or other experience.
- G. Education information, such as your grades and school transcripts.

- H. Inferences drawn from any of the above to create a profile about you reflecting your preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

We use and disclose personal information collected from or about you for the purposes described in this Policy.

### **Revisions to the Policy**

We may revise this Policy from time to time. We will post any updates to this Policy on this page. Each version of this Policy is identified at the top of the page by its last updated date.