

WORKIZ CANDIDATE PRIVACY POLICY

Last updated: August 17, 2023

This privacy policy describes how the personal information of our recruits and job applicants ("**you**") is processed, why the information is processed and the rights of the applicants regarding their personal information. Any reference in this notice to "**Workiz**", "**we**", "**us**", "**our**" refers to the Workiz Inc or the relevant Workiz entity which is identified in your employment contract (or to which you are applying for a job). ("**Workiz**"), which is the data controller of applicants' personal data.

1. Information We Collect

- 1.1. **Personal Identifiers & Contact Information:** such as your title, name, phone number, date of birth, home address and personal email address.
- 1.2. **Job Application Information & Professional or Employment Related Information:** such as position applied for, previous roles, job description, responsibilities and assignments, years of service, qualifications and experience, compensation and salary data, membership in professional organizations and professional certifications, eligibility for and participation in benefit schemes and other information contained in your CV/resume.
- 1.3. **Education Information & Qualifications:** such as your highest level of education, the schools you attended and when you attended them, degrees, certificates or other educational qualifications, your academic transcripts and education references.
- 1.4. **Financial Information:** such as your desired salary, bonus, benefits and stock or equity grants. You may volunteer your previous salary and/or financial and benefit package as part of the recruitment process but we will not ask for this information.
- 1.5. **Background Check Information:** when permitted by applicable law, we may choose to conduct a background check in connection with your application such as to verify professional and educational history and qualifications, that may be relevant for a position with us. The results of the background check may include personal information we do not already have about you.
- 1.6. **Nationality, Citizenship and Right to Work Information:** where necessary to comply with local law, we will collect information such as country of birth, government identification documents (including passports and residency permits) and, where relevant, visa information.
- 1.7. **Other Application and Interview Information:** any personal information you choose to share with us in your interview or application, CV, resume, transcripts or other supporting documentation or to help us coordinate travel for an interview.
- 1.8. Although we often collect the personal information described above directly from you (for example, from the application forms that you submit to us), we may also collect certain information from references, recruiters, social media sites, and publicly available sources.
- 1.9. In addition, we may also collect this information through service providers and other third parties that collect it on our behalf, such as communications providers, scheduling providers and application providers.
- 1.10. We also provide you with the ability to send such information using tools offered by third parties such as LinkedIn (when you decide to provide your CV by linking to your profile), through our ATS (Application Tracking System) when you submit your application on our career website, or any other job portal or referral program. We encourage you to read the terms and conditions and privacy policies of each third-party tool you engage with

2. Legal Basis (where applicable)

2.1. If you are an individual in the EU or your data is treated under GDPR regulations, our legal basis for our collecting and processing of your personal information is as follows:

- Your consent, which you can withdraw at any time. Please note that if you withdraw your consent we may not be able to process your application;
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (i.e. to take the necessary steps to enter into an employment contract with you);
- The necessity for hiring decisions, i.e., to take steps to assess your suitability for the vacancy prior to entering into an employment contract;
- The necessity for the compliance by Workiz with applicable laws, regulations and its legal obligations under EU or EU Member state or other applicable law in relation to employment and social security; and
- The necessity for the purposes of the legitimate interests pursued by Workiz, in particular its economic, commercial and financial interests, business continuity, security and confidentiality of customer information and products, security of digital and physical infrastructure.

3. How we use your personal information

3.1. Workiz will use your personal information for the following purposes:

- To receive, review and reply to your application.
- To verify the information you or others provide, and to confirm and consult your references.
- To assess your suitability for the opportunity you applied for, and in certain cases, for other opportunities at Workiz.
- To facilitate the interview/recruiting process.
- To prepare an offer letter if your application is successful.
- If you were referred, inform the referrer about the status of your application.
- Where we have identified you as a potential candidate from information that we have collected from public sources, to suggest suitable opportunities for you at Workiz.
- To stay in touch and engage with you for opportunities at Workiz we may consider you for current and future opportunities.
- To maintain and improve our recruiting processes and technology, for internal planning and management reporting, and to comply with laws and regulations.
- For background verification (to the maximum extent permitted by applicable laws).
- To perform and exercise our rights and obligations under employment law and/or because it is in our legitimate interests in our role as a prospective employer to verify who you are, that you can work for Workiz, and that you are suitable for the specific role.
- Any offer and commencement of employment are conditional on the verification, to the satisfaction of Workiz, of the information the candidate provides as part of their application and for us to be able to obtain references with which we are satisfied.

- To send the candidate assignments or tests. These could be sent directly by a Workiz employee, a third party vendor, an independent agent acting on behalf of Workiz or an assessment tool that Workiz uses.
 - To ask you for feedback about the interviews and other aspects of the hiring process.
 - For general HR administration and management (in case you become a Workiz employee).
- 3.2. If you are offered and accept employment with Workiz, the information collected during the application and recruitment process will become part of your employment record.
- 3.3. Our collection, use and/or processing of your personal information does not in any event constitute an offer of employment or a guarantee of successful selection for any positions made available with Workiz or any of its sister companies, group companies, subsidiaries, affiliates or partners.

4. Information Sharing and Disclosure

- 4.1. Workiz may transfer your personal information to third parties, including to entities within and outside Workiz located in any jurisdictions, as follows:
- **Within Workiz.** As your Workiz employing entity is part of a wider group of affiliates, Workiz may transfer your personal information to, or otherwise allow access to, other entities within the Workiz Group, which may use, transfer, and process your personal information in accordance with this privacy policy and applicable law.
 - **Service providers and other relevant third parties.** We need to send the information to companies who work on our behalf to provide services directly related to the job application process, such as external assessment institutions located in your jurisdiction, recruiting system providers located in the US (such as Comeet, our Application tracking System), IT service providers, providing hosting service (such as AWS and Google Cloud). We will only provide those companies with the information they need to assist us in the job application process, and they are prohibited from using that information for any other purpose.
 - **Regulators, authorities, and other third parties.** As necessary for the purposes described above, your personal information may be transferred to regulators, courts, and other authorities (e.g., tax and law enforcement authorities), independent external advisors (e.g., auditors and legal advisors), directors within Workiz, insurance carriers, benefits providers, internal compliance and investigation teams (including external advisers appointed to conduct internal investigations). We will share your personal information with third parties where required by law, where it is necessary to administer the potential working relationship with you or where we have another legitimate interest in doing so.
 - **Acquiring entities.** We may share your personal information with other third parties, for example in the context of the possible sale, restructuring or transfer, some or all of the business, shares or assets to a third party, we will disclose your personal information to such third party (whether actual or potential) in connection with the foregoing events.
 - **Bankruptcy.** In the event that we are acquired by, or merged with, a third party entity, or in the event of bankruptcy or a comparable event, we reserve the right to transfer, disclose or assign your personal information in connection with the foregoing events.
 - **Professional advisors.** We may share your personal information with our professional advisors such as lawyers and accountants when doing so is necessary to facilitate the services they render to us.
- 4.2. For the above purposes, personal information may be transferred to recipients in countries around the world (which may be located outside the EU/EEA, European Economic Area and/or the UK) which in some cases may have a lower level of protection than that within the EU/EEA and/or the UK. If you are a resident of the EU/EEA or the UK, when transferring personal information to countries outside the EU/EEA and/or the UK, to jurisdictions that did not receive an adequacy decision by the European Commission, we use standard contractual clauses approved by the European Commission to ensure a sufficient level of protection for your personal information. If you are not a resident of the EU/EEA

and/or the UK, we may transfer your information to such non EU/EEA/UK countries without any additional measures and you agree to such transfers based on this privacy policy.

5. Data Retention

- 5.1. We will keep your personal information for as long as necessary in connection with the purposes described in this privacy policy and in accordance with applicable law. If you want to learn more, please reach out to - hr@workiz.com

6. Data Subject Rights

- 6.1. Depending on your location, you may have a number of rights in relation to your Candidate Data. Such rights can be summarized in broad terms as follows (for more details contact us):
- To obtain a copy of your personal information together with information about how and on what basis that personal information is processed;
 - To rectify inaccurate personal information;
 - Where you have provided your personal information to us with your consent, to ask us for a copy of this data in a structured, machine-readable format and to ask us to share (port) this data to another data controller;
 - To erase your personal information in limited circumstances where (a) you believe that it is no longer necessary for us to hold your personal information; (b) we are processing your personal information on the basis of legitimate interests and you object to such processing, and we cannot demonstrate an overriding legitimate ground for the processing; (c) where you have provided your personal information to us with your consent and you wish to withdraw your consent and there is no other ground under which we can process your personal information; and (d) where you believe the personal information we hold about you is being unlawfully processed by us;
 - To restrict processing of your personal information where: (a) the accuracy of the personal information is contested; (b) the processing is unlawful but you object to the erasure of the personal information; (c) we no longer require the personal information for the purposes for which it was collected, but it is required for the establishment, exercise or defense of a legal claim; or (d) where you have objected to us processing your personal information based on our legitimate interests and we are considering your objection;
 - To challenge processing which we have justified on the basis of our legitimate interest;
 - To object to decisions which are based solely on automated processing or profiling.
 - In addition to the above, you have the right to lodge a complaint with a supervisory authority for data protection.
- 6.2. You can exercise your rights by contacting us at - hr@workiz.com. You may use an authorized agent to submit a request on your behalf if you provide the authorized agent written permission signed by you. To protect your privacy, we may take steps to verify your identity before fulfilling your request. Subject to legal and other permissible considerations, we will make every reasonable effort to honor your request promptly in accordance with applicable law or inform you if we require further information in order to fulfil your request. When processing your request, we may ask you for additional information to confirm or verify your identity and for security purposes, before processing and/or honoring your request. We reserve the right to charge a fee where permitted by law, for instance if your request is manifestly unfounded or excessive. In the event that your request would adversely affect the rights and freedoms of others (for example, would impact the duty of confidentiality we owe to others) or if we are legally entitled to deal with your request in a different way than initially requested, we will address your request to the maximum extent possible, all in accordance with applicable law. Where permitted by applicable laws, we will retain where necessary certain personal information for a limited period of time (according to the data retention term) for record-keeping, accounting and fraud prevention purposes.

7. Minors

We have no intention of gathering personal data from children. If you suspect that we might be collecting data from children, we ask that you promptly notify us.

8. Changes to this privacy policy

We may amend this privacy policy from time to time. if we make any substantial changes in the way we use your personal information we will make that information available by posting a notice on this site, so please re-visit this site frequently to see any updates or changes to this privacy policy.

9. Contact Us

We are responsible for the processing of your personal information, and requests to exercise your rights as stated above shall be addressed - hr@workiz.com.