



Privacy Notice for Job Applicants

DataDirect Networks, Inc. and its affiliates (collectively, “DDN”) takes the protection of Personal Data seriously. This Privacy Notice for Job Applicants (the “Notice”) describes DDN’s privacy practices that apply to our collection and use of Personal Data of candidates and job applicants.

DDN and the entity with the vacancy are the entities responsible for the data processing activities described in this Notice. If you have any questions about our privacy practices, contact us using the contact details provided at the end of this Notice.

1. Personal Data We Process

We process the Personal Data outlined below. “Personal Data” means any information relating to an identified or identifiable natural person.

- Contact Information, such as name, address, email address, phone number title, and emergency contact information.
- Education and Training Information, such as schools attended, degrees and certificates obtained, academic results, and extracurricular activities.
- Government Identification Information, such as national ID number, driving license, ID card, passport and visa data, as authorized or required by applicable law.
- Personal Characteristics, such as date of birth, age, nationality, details of residency and work permit, marital or civil partnership status, gender, language(s) spoken, disability status, photo, hobbies and interests.
- Talent Management Information, such as your job application form, cover letters, resume/CV information, previous employment, tasks and responsibilities, professional qualifications and other relevant skills, language, references, background information if permitted under applicable law, employee, evaluations and other performance analysis, work and compensation history, career development.

2. Purpose and Use of Data

DDN uses your Personal Data to recruit for open positions at DDN, which includes:

- Identifying candidates, communicating with them and scheduling interviews.
- Evaluating applications and checking references.
- Allowing DDN employees to refer candidates, and enabling DDN employees to track status of submitted referrals.
- Performing background checks and prior work and education verification, as permitted by applicable law.
- Improving recruitment processes.
- Contacting third parties in the event of an emergency.
- Protecting DDN’s legal rights to the extent authorized or permitted by law.

DDN processes your Personal Data when there is a legal basis to do, in particular when:

- Necessary to process your application, and to enter into an employment agreement.
- You consent to the processing.
- The processing is required by applicable law (e.g., for compliance with tax or social security laws, or court orders).
- We, or a third party, have a legitimate interest in using your Personal Data, such as to provide a safe work environment at work, or to protect DDN against theft or fraud.

DDN does not sell, release, disclose, transfer or otherwise communicate orally, in writing, or by electronic or other means, your Personal Data to any other business or a third party for monetary or other valuable consideration.

3. Disclosure to Third Parties

We engage service providers who may only process your Personal Data on our behalf and at our instructions, and who are contractually bound by data protection and confidentiality obligations. Additionally, we may disclose your Personal Data as required or permitted by applicable law, for example in connection with requests from governmental authorities.

4. International Data Transfers

DDN is a global business and may, in accordance with applicable law, transfer Personal Data to countries other than the country in which the information was originally collected, including to the United States where we are headquartered and where some of our vendors are located.

5. Your Rights and Choices

You are generally free to decide whether to provide us with Personal Data and to determine the type of information you provide. However, if you choose not to provide certain Personal Data (e.g., education and work experience) we may not be able to evaluate your application.

When consent is the legal basis for processing your Personal Data, you have the right to withdraw it at any time and free of charge. We will apply your choice going forward and this will not affect the lawfulness of the processing before you withdrew your consent.

In certain jurisdictions, you may have the right to: request access to and receive information about your Personal Data; update, rectify or erase your Personal Data; restrict or to object to the processing of your Personal Data; and receive the Personal Data you provided to us and transmit them to another company. Note that, depending on applicable law, there are exceptions and limitations to each of these rights.

6. Retention Periods

We retain your Personal Data for the period necessary to fulfill the purposes outlined in this Notice or as is required or permitted by law.

7. Contact Us

If you have questions about this Notice, please contact us via phone at +1.818.700.7600, via email at privacy@ddn.com or via regular mail at:

Attn: Human Resources Department DataDirect Network, Inc. 9351 Deering Ave. Chatsworth, CA 91311 U.S.	Attn: Human Resources DDN France Immeuble le Dynasteur2 Étage Gauche 10 rue Andras Beck 92360 Meudon La Foret France
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Last updated: July 2020