LinkedIn Global Data Privacy Notice for Job Candidates

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Overview

At LinkedIn, one of our core values is "We trust and care for each other" which speaks to the trust we strive to foster with our colleagues and partners. Establishing and maintaining that trust is integral to our success; that's why we have created this Global Data Privacy Notice. It's meant to promote transparency around the way in which we handle personal information about LinkedIn employees and job applicants.

In this Notice, we'll describe:

- The kinds of personal information we collect and process
- The reasons why we collect this information
- Your rights.

This Notice covers all individuals applying for employment at LinkedIn, including applications for all types of contingent and non-permanent positions like:

- Agents
- Independent contractors
- Consultants

- Temporary contract workers
- Professional advisors
- Interns

Key Terms You Should Know

Before reading on, it might be helpful to familiarize yourself with a few key terms we use in this Notice. These terms have a specific meaning under the law and we want to be transparent with you about what they mean in plain language. We've capitalized these terms throughout the document to make them easy to spot.

When we say...	We mean...
"LinkedIn," "we" or "us"	LinkedIn
"LinkedIn Group"	LinkedIn Corporation and its parent company, Microsoft Corporation, subsidiaries and affiliates
"Notice"	This Global Data Privacy Notice
"You"	Individuals applying for employment or contingent roles at LinkedIn
"Personal information"	Any information relating to an identified or identifiable natural person
"Data Controller"	A person or organization which, alone or jointly with others, determines the purposes and means of the processing of Personal Information. Annex A includes a list of LinkedIn group companies that serve as data controllers.

Please keep in mind that this Notice covers the handling of your Personal Information as a job candidate. It doesn't cover your use of LinkedIn products or services as a member or visitor. To learn more about our data collection practices in our products, please see the specific privacy policies linked to those products and services.

What Kind of Personal Information Do We Collect?

During the application, recruitment, and onboarding process at LinkedIn, we may process Personal Information about you including, but not limited to the examples listed in the table below:

Type of Personal Information	Examples
Identification data	Name, photograph, gender, date of birth
Contact details	Address, telephone, email address
Education and employment background	Academic and professional qualifications, CV/résumé and/or LinkedIn profile & connections, transcripts and employment references.
Job application information	Role(s) for which you are applying, your job application and related documentation/communications, cover letters, scores and information from assessments and interviews, compensation/benefits requests, relocation information, and any other information you provide to us in support of and during the recruitment process
National identifiers	National ID/passport, immigration status, work authorizations, visas, social security numbers
Previous applications/roles	Information relating to previous applications you have made to LinkedIn and/or any previous employment with the LinkedIn Group.

Financial information	Bank account details, tax information, salary, benefits, expenses, company allowances

In addition, we may collect publicly available information about you from third parties or other sources on an as-needed basis. For example, before and during the course of your employment or assignment with LinkedIn, we may collect information from social media sources (including your LinkedIn profile) for recruitment and other employment purposes.

Also, as we explain during the recruitment process, LinkedIn engages a third-party vendor for background screenings. This helps us verify information about your past education, employment, and your credit and/or criminal history, where laws allow. In addition, if there is an investigation of an employee matter, we may obtain information about the incident from external sources including private parties, law enforcement, or public news sources.

Please keep in mind that you have a personal responsibility to obtain consent from your references *before* you provide their Personal Information to LinkedIn.

Sensitive Personal Information

Certain kinds of Personal Information require a higher level of protection. This type of Personal Information is known as "Sensitive Personal Information," and it includes characteristics that are protected by law. If we have a reason to collect Sensitive Personal Information from you, we will specifically ask you for it and tell you how it will be used. LinkedIn's use of Sensitive Personal Information varies by region and country. Please be assured that in all cases, we will handle your Sensitive Personal Information with care and in line with the laws that govern it just as we do all Personal Information.

To help LinkedIn foster a more diverse and inclusive workplace, we may request limited Sensitive Personal Information from you, like your racial or ethnic origin, your gender, sexual orientation or identity, and any disabilities you may have. Providing this information to LinkedIn is completely voluntary, meaning you don't have to provide it if you would prefer not to, and you won't suffer any negative consequences if you decide not to share it with us. If you do choose to provide this information, we will use it to:

- Strengthen our Diversity, Inclusion & Belonging (DIBs) initiatives
- Comply with anti-discrimination laws and meet our government reporting obligations
- Help ensure equal employment opportunities at LinkedIn
- Provide accommodations during the recruiting process.

Why Do We Collect Your Personal Information?

We collect and use your Personal Information primarily for recruitment purposes. In particular, we use this information to determine your qualifications for employment or a temporary assignment, and to help us reach a hiring decision. This means, in part, that we need to:

- Assess your skills, qualifications, background for a particular position
- Communicate with you during the recruitment process;
- Verify your information and carry out reference or background checks (where applicable)
- Make the needed arrangements for your future employment
- Generally manage and improve our recruitment and hiring processes here at LinkedIn.

Our methods for processing your Personal Information may include tools that leverage artificial intelligence.

We may also use your Personal Information to comply with the laws and regulations that apply to our business, or to protect the rights and interests of LinkedIn, our users, employees, applicants, and others, where required or permitted by law.

Additionally, LinkedIn may use Personal Information for workforce planning and diversity initiatives to help make LinkedIn a better place to work. In these cases, we will always handle your Personal Information with care and in line with the laws that govern it.

If you accept a job with LinkedIn, the information we collect will be included as part of your ongoing employment or contingent workforce record. If you don't receive or accept a job offer from LinkedIn, we may still keep your application for a limited time period to consider you for future openings you might be well suited for. If you would prefer that LinkedIn not keep your application on file, you can request that your data be deleted.

Who Do We Share Your Personal Information With?

There are a number of situations where we might need to disclose your personal information with others. These include:

Disclosures to subsidiaries and other group companies

We may share your Personal Information with other members of the LinkedIn Group around the world in connection with our recruitment process, or as otherwise outlined above. This includes our affiliates, our parent company Microsoft, and any of our subsidiary companies.

Disclosures to third party agents and service providers

In addition, we make certain Personal Information available to third parties who provide services to us. We do so on a "need-to-know" basis, and in line with our contractual provisions and applicable data privacy laws. For example, we currently use SmartRecruiters for recruitment software services and therefore need to share some Personal Information with them.

Also, some Personal Information will be available to our employee benefit plans service providers and third-party companies, such as those that provide payroll support services, verification/background checking services, or relocation support services. The specific service providers we use may change over time, but our commitment to using trusted vendors will not. We will always work with third parties who will handle your Personal Information in a way that aligns with this Notice and applicable law.

Disclosures to other third parties

We may also disclose Personal Information to other third parties, in an effort to:

- Comply with our legal obligations, regulations or contracts
- Respond to a court order, administrative or judicial process, such as a subpoena or search warrant
- Respond to lawful requests by public authorities (such as law enforcement)
- Establish, exercise or defend against potential, threatened or actual litigation, as needed

- Protect LinkedIn, your vital interests, or those of another person
- Sell, assign, or transfer of all or part of our business
- Fulfill other legitimate business purposes with your consent.

Does LinkedIn Transfer Personal Information Abroad?

Yes. Because we operate at a global level, LinkedIn may need to transfer Personal Information to countries outside of where it was originally collected. When we export your Personal Information to a different country, we take great care to ensure that it is handled carefully and in line with applicable laws.

How Long Does LinkedIn Keep My Personal Information?

Personal Information is stored only as long as it's needed to match you with prospective employment or assignment opportunities, as required by law, regulation, our data retention policies, other legitimate business interests including the reasons we outline in this Notice.

If you do not want us to retain your data, please contact LinkedIn-HR-Privacy@linkedin.com.

Keep in mind however, we may need to retain the information if we're required to do so by law. In addition, if you become an employee of a LinkedIn Group company, this information will become part of your employment record.

How Does LinkedIn Keep My Personal Information Safe?

At LinkedIn, we have a responsibility to keep your personal information safe and secure—and we take that responsibility very seriously. First, we limit those who have access to your information to those who have a legitimate business reason for using it. Then depending upon the type and form of Personal Information, we manage it according to our data handling policies and procedures to help ensure it's transferred, processed, and stored with the proper safeguards in place.

What Are My Rights Relating to My Personal Information?

In some regions (like Europe), you have certain rights under applicable data protection laws. These include the right to:

- Request access and obtain a copy of your Personal Information
- Request that your Personal Information be corrected, amended, or erased if it's inaccurate, has been processed in violation of data protection laws or for a number of other reasons specified by applicable law
- Restrict processing of your Personal Information
- Data portability, where applicable.

In certain circumstances, you may also have the right to object to having your Personal Information processed.

Where we have relied on your consent to process your Personal Information, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of any processing before the withdrawal of your consent.

To make this kind of request, please use the contact details listed at the end of this Notice. We will consider and act upon any requests in accordance with applicable data protection laws.

You also have the right to refer any complaints to your local data protection authority.

How Often Does LinkedIn Update this Notice?

It's important to us to be transparent about any changes in our privacy practices, so we will update this Notice on an as-needed basis. If we make any changes that materially affect your privacy rights, we'll make a prominent note at the top of this Notice so you know when it was most recently updated. We encourage you to check back periodically to ensure you've seen the most up-to-date version of this Notice.

Questions or Concerns? Contact Us!

We've tried to make this Notice easy for you to read and understand in full, but there are a lot of details to cover. It's a lot to take in! But the key takeaway is this: we respect your privacy rights and are committed to handling your personal information responsibly and in line with the laws that apply to our work.

In keeping with LinkedIn's Open, Honest and Constructive culture, you are encouraged to ask questions or raise concerns whenever they come up. If you run into an accessibility issue with our Notice, please reach out to ally_compliance@linkedin.com. If you'd like more information or have concerns related to this Notice and LinkedIn's privacy practices, please reach out to LinkedIn-HR-Privacy@linkedin.com.

This alias routes your concern to the LinkedIn Legal Department in both the US and Ireland.

Or you may send any questions about this Notice to one of the following mailing addresses:

For Candidates in the United States:

LinkedIn Corporation

Attn: Legal Department - Candidate Privacy Notice Issues

1000 West Maude Avenue

Sunnyvale, CA 94085

USA

For Candidates outside the United States:

LinkedIn Ireland Unlimited Company

Attn: Legal Department - Candidate Privacy Notice Issues

Wilton Plaza

Wilton Place, Dublin 2

Ireland

Alternatively, you can also reach out to:

- Our local Data Protection Officers (DPO), as applicable, on the attached Annex

- If you have not been able to resolve your concerns through the above routes, you also have the right to refer any complaints to your data protection authority. For EU-resident candidates, please see the attached Annex for details of your data protection authority.

Annex A

LinkedIn Corporation Data Controllers

The LinkedIn Global Data Privacy Notices for Employees, Contingent Workers and Job Candidates are issued by the following list of LinkedIn Group data controllers. Your data controller is typically the company to which you are applying, your direct employer or the company which is engaging your services but may include parent companies as specified below.

Region: Europe, Middle East & Africa (EMEA) and Latin America (LatAm)

Data Controller for all EMEA and LatAm:

LinkedIn Ireland Unlimited Company
Gardner House
Wilton Plaza
Wilton Place, Dublin 2
Ireland

Region: Asia Pacific (APAC)

Australia:

LinkedIn Australia Pty Limited
Level 20, 60 City Road
Southbank, Melbourne
Victoria – 3006
Australia

1 Martin Place
Sydney NSW 2000
Australia

LinkedIn Singapore Pte. Ltd.
10 Marina Boulevard
Tower 2
Singapore 018983

China:

Beijing LinkedIn Information Technology Co., Ltd.
Jiaming Center
No. 27, East Third Ring Road
Beijing, China 100020

Building 18
#1 DiSheng Bei Road
Beijing Yizhuang Development Area, China

Shanghai International Commerce Centre

Two ICC, Units 2207-09, 22/F
Huaihai Road West Section, Xuhui District
Shanghai, China 200231

Hong Kong:

LinkedIn Hong Kong Limited
Hysan Place
38th Floor
500 Hennessy Road
Causeway Bay, Hong Kong

India:

LinkedIn Technology Information Private Limited
Global Technology Park Tower A, 7th Floor
Devarabeesanahalli Village
Varthur Hobli on Outer Ring Road
Bangalore, 560103
India

Maker Maxity, 3 North Avenue, 4th Floor
Bandra-Kurla Complex, Bandra (East)
Mumbai, 400051
India

17th Floor, Tower C
Building # 5 (Cyber Terraces)
DLF Cyber City
Gurgaon, Haryana 122 002
India

Japan:

LinkedIn Japan Ltd.
Marunouchi Building
2-4-1 Marunouchi
34th Floor, Office 7
Tokyo, Japan

Malaysia:

LinkedIn Malaysia Sdn. Bhd.
AKL1
Level 35-02 (East Wing), QSentral
2A, Jalan Stesen Sentral 2, KL Sentral
Kuala Lumpur 50470, Malaysia

Singapore:

LinkedIn Singapore Pte. Ltd.
10 Marina Boulevard
Tower 2
Singapore 018983

Region: Americas

Canada:

LinkedIn Technology Canada Inc.
250 Yonge St.
Suite 2500
Toronto, ON M5B 2L7
Canada

United States:

LinkedIn Corporation
1000 West Maude Avenue
Sunnyvale, CA 94085
USA

Parent Companies For All Locations:

LinkedIn Corporation*
1000 West Maude Avenue
Sunnyvale, CA 94085
USA

Microsoft Corporation*
One Microsoft Way
Redmond, WA 98052
USA

*Transfers to parent companies are to facilitate the management of employment-related activities across the wider corporate group, including but not limited to:

- Management of employment records;
- Creation and administration of equity and other benefits;
- Compensation;
- Cross-company recruitment;
- Staff travel;
- Compliance with applicable laws and regulations, company/group policies and enabling intra-company investigations of employment-related activities;
- Staff career development (including evaluations, promotions/demotions and disciplinary matters) of employment-related activities;
- Enabling intra-company communication, contact and collaboration of employment and business-related activities, including product development;
- Provision of training and learning services for employment related activities;
- Administration of staff IT support and services for employment related activities;

- Company security for employment related activities;
- Management reporting and analysis of employment-related activities.

Annex B

EU-Resident Job Candidates LinkedIn Global Data Privacy Notice

Specific data protection laws in the European Union, including the General Data Protection Regulation (GDPR), require that we give our European candidates some more detailed information. We wanted to share that with you here. As mentioned in the Notice, if you have any questions, please contact LinkedIn-HR-Privacy@linkedin.com.

What is the Legal Basis for Processing Personal Information?

Our legal basis for collecting and using your Personal Information will depend on the Personal Information involved and the context in which we collect it.

We will normally collect Personal Information from you only where:

- you are considered for employment, to take steps to enter into an employment contract with you;
- we need the Personal Information to comply with our legal obligations or exercise rights in the field of employment;
- we have your consent to do so; or
- LinkedIn's use of the data is expected and a legitimate use of your data in light of your privacy rights.

In some cases, we may need the Personal Information to protect your vital interests or those of another person. For example, we may need to share your Personal Information with third parties in the event of an emergency.

If we ask you to provide Personal Information to comply with a legal requirement or to enter into a contract, we will make this request clear at the relevant time. We will also let you know whether providing your Personal Information is required or not, and explain to you the possible consequences if you do not provide it.

Similarly, if we collect and use your Personal Information based on it being an expected and legitimate use, we will explain this to you.

If you have questions about or need further information concerning the legal basis on which collect and use your Personal Information, please contact us using the contact details provided in this Notice.

Is There Any Automated Decision-Making?

Yes. In limited instances, our use of your Personal Information may result in automated decisions being taken that have a legal or similarly significant effect on you in connection with your applications for employment with us. "Automated decision" means that a decision concerning you is made automatically on the basis of a computer determination (using software algorithms), without human review. For example, we use tools to sift out candidates who do not meet essential minimum criteria for a role by comparing data points from your profile, application and/or assessment scores. We have implemented measures to safeguard the rights and interests of individuals whose personal information is subject to automated decision-making which includes evaluating and minimizing the opportunity for bias in the process. When we make an automated decision about you, you have the right to contest the decision, to express your point of view, and to require a meaningful human review of the decision. In a

situation where we use automated decision-making, we will tell you how to contact us to request human review of the decision. You also can contact us using the details provided in this Notice.

For any other complaints, you also have the right to reach out to the data protection authority. The contact details are as follows:

Data Protection Commission

Postal address:
21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland

Phone: +353 578 684 800
+353 761 104 800

E-mail: info@dataprotection.ie

Website: http://www.dataprotection.ie/

Annex C

LinkedIn Corporation Data Protection Officers (DPOs)

As required by applicable law, LinkedIn Corporation has engaged the following DPOs:

For Europe, Brazil, Mexico or Singapore:
Data Protection Officer

Please submit queries to: https://www.linkedin.com/help/linkedin/ask/TSO-DPO

If you have a question about another LinkedIn location, please contact LinkedIn-HR-Privacy@linkedin.com.

Annex D

California-Resident Job Candidates LinkedIn Global Data Privacy Notice

This Annex provides certain disclosures required by the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act of 2020 (together, "CCPA"). This Annex should be read in conjunction with the LinkedIn Global Data Privacy Notice ("GDPN") where we fully describe our privacy practices.

1) **We Do Not Sell or Share Your Personal Information**
2) The CCPA requires us to disclose whether we sell or share your personal information. We do not sell or share your personal information.
3) **Categories of Sensitive Personal Information We Collect**
4) This Notice describes the categories of personal information that we collect, the sources of collection and how we use it. We also collect certain types of sensitive personal information, as defined by CCPA, from you. The categories of sensitive personal information include:
    - Data you provide for us to process your application, verify your information and carry out reference or background checks (where applicable) (e.g., SSN, driver's license)
    - Self-ID data (e.g., race, ethnicity, sexual orientation, or disability status) you choose to provide, which we use to comply with anti-discrimination laws and meet our government reporting obligations, to help ensure equal employment opportunities at LinkedIn and to provide accommodations during the recruiting process
5) **Your Rights Under the CCPA**
6) The CCPA provides California residents with the following rights, which you can exercise as described in the GDPN:
    - Right to notification
    - Right to access to your information
    - Right to correct your information
    - Right to delete your personal information
    - Right to limit the use or disclosure of your sensitive personal information
    - Nondiscrimination for exercising your rights

To learn more about how you can exercise your rights, please refer to the section in this Notice entitled "What Are My Rights Relating to My Personal Information?".

For more information about how we use your personal information and who we share it with, please refer to the GDPN. Please note that although we use the term "share" in the GDPN, we do not mean that we "share" your personal information as defined under the CCPA. If you have any questions, please contact LinkedIn-HR-Privacy@linkedin.com.