



# Applicant Privacy Notice

This notice explains how Venafi, Inc. and its group companies (collectively, “**Venafi**”) process personal information provided by job applicants. In this notice, “**applicant**” or “**you**” describes anyone applying for a position as a Venafi team member. Below are details of Venafi’s use of data that identify or are associated with you (“**personal information**”).

## Personal Information Collected and How It Is Used

Venafi collects personal information that you submit to us in your application or are requested to provide during your candidacy. This includes information like your name, address, work history, degrees and qualifications, and/or information on your LinkedIn profile if you apply through LinkedIn. Venafi uses this information in order to evaluate your application for employment or other services to Venafi and facilitate talent acquisition operations. This may include creating lists or directories containing personal information about you, or sharing your personal information within Venafi in order to perform tasks and duties essential to the recruiting and hiring process.

## Sensitive Personal Information

On a voluntary basis, Venafi may request or collect demographic data, health information, or similar data for the purpose of evaluating the diversity of applicant pools to the extent permitted or required by law. This information is subject to stricter privacy controls. Before collecting sensitive data, Venafi will request your consent and explain the reason for the request.

## Restrictions on Sharing Your Personal Information

Venafi limits access to your personal information to those who have a legitimate need to fulfill recruiting and hiring obligations to you. Venafi does not sell your personal data or share it with third parties for the purpose of advertising. Venafi may share your information with the following parties:

- 1) *Venafi team members.* Your personal data may be transferred to or within Venafi, such as between offices and team members, in connection with centralized recruiting; setting up interviews or conducting evaluations; or other legitimate, expected and necessary purposes.
- 2) *Third-party providers.* With your consent and awareness, if you advance in the hiring process, Venafi may share your personal data with third parties performing necessary pre-engagement services, like HR services, onboarding, and background checks. Third-party vendors who process personal data are required to pass Venafi security assessments and observe privacy protections legally required by your geographic region.

## How Long Venafi Keeps Your Personal Information

Your personal data will be retained only as long as necessary for business processes or continuity, and in accordance with Venafi's legal obligations and legitimate interests. This means Venafi will keep your information through the duration of your candidacy, or for so long as you are a Venafi team member if you are engaged by Venafi, as well as a reasonable length of time after to fulfil outstanding legal obligations. Venafi will delete your personal information once there is no legal or business need to access it.

### **Security of Your Personal Information**

Venafi uses technical, operational, and organizational measures to protect your personal information and detect security threats to your information and company networks. Information security is a Venafi business requirement and personal data is subject to heightened security policies. Sensitive personal information is shared in secure and controlled environments where team members can manage and restrict access on an ongoing basis.

### **Legal Basis for Collecting Data and Processing Overseas (EU, UK, and Australia Applicants)**

Venafi collects personal data where the processing is based on legitimate interests under the law and not outweighed by your fundamental privacy rights. Venafi collects your data with your informed consent and as needed to consider your application and comply with legal obligations.

By submitting an application to Venafi, you are agreeing to disclose your personal information directly and on your own initiative to a data controller organization located outside your home country (e.g., outside the EEA, the UK, and Australia), at the following address:

Venafi, Inc., 175 E 400 S, Suite 300, Salt Lake City, UT 84111 USA.

By using Venafi's online application service, you are also agreeing to disclose personal information directly and on your own initiative to a data processing organization located outside your home country:

Greenhouse Software, Inc., 18 W. 18th Street, 11th Fl., New York, New York 10011, USA.

### **Your Rights Over Your Personal Information (EU, UK, Australia, and California Applicants)**

EU and UK applicants can find a description of their rights in Appendix A. Australia applicants can find a description of their rights in Appendix B. California applicants can find a description of their rights in Appendix C.

### **Changes to this Notice**

Venafi may update this privacy notice and will indicate material updates in the "last modified" date below. Changes are effective when they are posted on this page.

***This privacy notice was last modified on April 6, 2022.***

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## Appendix A

### 1.1 Privacy Rights of EU/UK Applicants.

1.2 If you wish to exercise any rights outlined below, please contact [recruiting@venafi.com](mailto:recruiting@venafi.com).

1.3 In accordance with applicable EU and UK privacy law, applicants who reside in the EU or the UK have the following data privacy rights:

- (a) **Right of information.** You have the right to know the categories of personal information being processed about you and for what purpose; the categories of recipients with whom your personal information may be shared; and applicable data retention periods. This information is included in the above Privacy Notice.
- (b) **Right of access.** You have the right to request and obtain access to the personal information held about you.
- (c) **Right of portability.** You have the right, in certain circumstances, to receive a copy of the personal information held about you in a structured, commonly used, machine-readable format that supports re-use, or to request the transfer of your personal information to another person.
- (d) **Right to rectification.** You have the right to obtain rectification of any inaccurate or incomplete personal information held about you.
- (e) **Right to erasure.** You have the right, in some circumstances, to require erasure of your personal information without undue delay if the continued processing of that personal information is not justified.
- (f) **Right to restriction.** You have the right, in some circumstances, to require restriction of the purposes for which your personal information is being processed if the continued processing of the information is not justified, including because you contest its accuracy.
- (g) **Right to object.** You have a right, in some circumstances, to object to data processing. There may, however, be compelling reasons for continuing to process your information, and Venafi will assess and inform you if that is the case.
- (h) **Right to avoid automated decision-making.** You have a right, in some circumstances, to submit a request to challenge any automated decision-making and use of data for automated profiling.

1.4 EU residents also have the right to lodge a privacy complaint to the supervisory authority in your home country, listed here: [https://edpb.europa.eu/about-edpb/about-edpb/members\\_en](https://edpb.europa.eu/about-edpb/about-edpb/members_en). UK residents should consult the Information Commissioner's Office at <https://ico.org.uk/global/contact-us>.

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## Appendix B

### 1.5 Privacy Rights of Australia Applicants.

1.6 If you wish to exercise any rights outlined below, please contact [recruiting@venafi.com](mailto:recruiting@venafi.com).

1.7 Residents of Australia have the following rights in respect of your personal information:

- (a) **Right to know.** You have the right to know why your personal data is being collected, how it will be used, and who it will be disclosed to. This information is included in the above Privacy Notice.
- (b) **Right to access.** You have the right, in some circumstances, to request access to the personal information held about you.
- (c) **Right to request information in your preferred format.** You have the right to access your personal information in a format requested by you if it is reasonable and practicable to do so.
- (d) **Right to correction of information.** You have the right, in some circumstances, to request rectification of information held about you that is inaccurate or outdated.
- (e) **Right to object.** You have the right to file a complaint with enforcement authorities if you believe your personal information has been mishandled. You can do so by following the instructions provided at <https://www.oaic.gov.au/privacy/privacy-complaints/lodge-a-privacy-complaint-with-us>.

## Appendix C

### 1.8 Privacy Rights of California Applicants.

1.9 If you wish to exercise any rights outlined below, please contact [recruiting@venafi.com](mailto:recruiting@venafi.com).

1.10 Starting January 1, 2023, California residents have the following rights in respect of your personal information:

- (a) **Right to know.** You have the right, in some circumstances, to obtain the following:
  - (i) a disclosure explaining how your personal information is collected and used, including the categories of information collected, the business purpose for collecting it, and categories of third parties it is shared with; and
  - (ii) reasonably accessible “specific pieces of personal information” collected from you, from at least within the past twelve months, provided in an easily understandable and reasonably transferable format.

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- (b) **Right to delete.** You have the right, in some circumstances, to require deletion of your personal information. But deletion is not required if, for example, deleting your data would inhibit compliance with employment laws or exercising or defending legal claims.
  - (c) **Right to correct.** You have the right, in some circumstances, to obtain correction of inaccurate personal information.
  - (d) **Right to opt out of sale or sharing with third parties.** You have the right to direct a business that sells your personal information, or shares it with third parties for the purposes of enabling cross-contextual advertising across different websites, to stop selling or sharing your personal information. However, Venafi does not sell your personal information and does not share it with third parties for the purposes of any advertising.
  - (e) **Right to restrict uses of sensitive personal information.** You have the right, in some circumstances, to direct us to restrict the use and disclosure of sensitive personal information to those uses that are necessary or reasonably expected.
  - (f) **Right of non-retaliation.** You have the right to not be retaliated against for exercising the above rights.