

HP JOB APPLICANT PRIVACY NOTICE

HP recognizes that privacy is a fundamental human right and further recognizes the fundamental right of privacy, security and data protection to our job applicants worldwide. As a global organization, with legal entities, business processes, management structures, and technical systems that cross international borders, we strive to provide protections across all our operations that exceed legal minimums and to deploy consistent, rigorous policies and procedures.

What does this notice cover?

This notice provides information about how the HP company to which you are applying, and any of our related affiliates and subsidiaries worldwide (collectively, "HP", "us" or "we") use and protect your personal data in accordance with current data protection law. It also describes your data protection rights, including a right to object to some of the processing which HP carries out. More information about your rights, and how to exercise them, is set out in the Your Choices and Rights section.

We also may provide you with additional information when we collect personal data, where we feel it would be helpful to provide relevant and timely information.

What information do we collect?

If you apply for a job with us, we will collect, use and store personal data about you. To the extent permitted by law and at the appropriate time during the application process, this may include:

- Data you provide to us:
 - contact details (name, address, phone numbers, email, etc.);
 - qualification details (such as resume, CV, cover letter, work experience, education, transcripts);
 - application information (such as expected income, type of job wanted, availability, references);
 - identification details (such as passport number, nationality and residence, government ID numbers (e.g. Social Security Number), immigration status; and
 - any other data you submit to us, including any correspondence between you and HP exchanged during the application process.
- Data from other sources:
 - We may also obtain data about you from other sources, such as recruiters, market research companies, identity verification providers, and information you have made publicly available through third-party websites, including LinkedIn.
 - If you have consented to background checks and/or where permitted by law, we may also collect details of professional registrations, sanctions with professional bodies, financial checks or criminal convictions.
- Data we collect automatically about you:
 - When you apply using the application portal on our website, we may gather information from using cookies and other tracking technologies. To learn more about HP's use of

these technologies, please visit the [HP Privacy Statement](#) *How We Use Automatic Data Collection Tools* and *Choosing Your Privacy Preferences*.

How do we use this information, and what is the legal basis for this use?

HP may access, use and store your personal data to:

- Process your personal data because it is necessary to assess your job application, for example to:
 - review your qualifications is necessary to determine your eligibility for a position;
 - communicate with you about your application, reply to your inquiries, organize interviews, appointments and phone calls and send updates to you about other recruitment opportunities;
 - process your application, assess your qualifications and verify your identity and eligibility for the role; and
 - assess your skills and interest in career opportunities at HP.
- Comply with applicable laws, including, but not limited to:
 - use in connection with legal claims;
 - health and safety compliance;
 - regulatory, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation); and
 - other ethics, anti-corruption and compliance reporting tools.
- Protect HP's legitimate business interests including:
 - the security of HP's premises, assets, systems, and intellectual property;
 - enforce company policies; and
 - permit the functionality of our online portal, including to authorize the creation of online accounts, provide customer service and reset passwords.
- We may also process your personal data on the basis of your consent, for example, if you consented to receive information of future job opportunities, or where we need to ask your permission to conduct a criminal background check (where permitted by law).

Automated Decision-Making

HP's online tool for submitting applications automatically screens applications to ensure that candidates meet the education requirements for a specific position. Candidates that do not meet these requirements will receive an automatic notification from HP.

Who will we share this data with, and where?

Personal data will be transferred to HP group companies in the US and other countries, and will be stored and processed manually and electronically through global systems and tools for the purposes above. Some of HP's systems are maintained by trusted third-party vendors. Effective June 2011, HP has established a set of binding corporate rules (BCRs), which have been approved by the majority of data protection regulators in the European Economic Area (EEA) and Switzerland and allow HP to legally transfer personal data of HP job applicants located in the EEA to HP entities located outside of the EEA. To learn more about HP's BCRs, please visit [HP Privacy Statement](#).

Personal data may also be shared with third party service providers or processors, who will process it on behalf of HP for the purposes above. Such third parties include, but are not limited to, IT service providers, travel agencies and travel service providers, investigators, auditors, etc. Third parties that process personal data on behalf of HP are required by contract to implement safeguards that are no less protective than those implemented by HP in order to protect any personal data they receive from HP. Third party service providers are further prohibited from using the personal data for any purpose other than to perform the services as instructed by HP.

Personal data may be shared with government authorities and/or law enforcement officials with a duly authorized information request, if mandated by law, or if required for the legal protection of our legitimate interests in compliance with applicable laws.

In the event that HP is sold or integrated with another business, your details may be disclosed to HP advisers and any prospective purchaser's adviser and will be passed to the new owners of the business.

Retention of your data

We will retain your personal data in a form that identifies you for no longer than is necessary for the purposes needed for the application. This requirement is subject to other laws and obligations that require HP to retain information for certain periods.

Exercising Your Rights & Contacting Us

You can learn more about how to exercise your rights and contact us in [HP's Privacy Statement](#) under *Exercising Your Rights and Contacting Us*.

Updates to this Job Applicant Privacy Notice

This notice may be updated periodically to reflect changes in our data practices. If we modify this notice, we will post the revised notice here, with an updated revision date. We will post a notice on our applicable websites, applications or materials to advise of any significant changes.

Date Posted: May 2018