



Candidate Data Fair Processing Notice

As adopted by DataStax, Inc.

Last updated date: 1 May 2018

This notice may be shared with DataStax Candidate Staff

1. Introduction and Terminology

This Candidate Data Fair Processing Notice is the notice which explains how DataStax treats the Personal Data it receives from Candidate Staff.

If Candidate Staff have any questions in relation to this notice please contact: legal@datastax.com and/or Legal Department, 3975 Freedom Circle, Santa Clara, CA 95054.

In this notice, the capitalised terms listed below have these meanings:

- "DataStax" means DataStax, Inc., together with its subsidiaries.
- "Personal Data" means any information relating to a natural person who can be identified directly or indirectly from that information (in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person).
- "process", "processed", "processing" means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- "Candidate Staff" means candidate Staff.
- "Candidate Staff Data" means any Personal Data relating to Candidate Staff and (where applicable) Candidate Staff family members.
- "Staff" means current and past employees, temporary staff, agency staff, and interns, including contractors.

2. Collecting and Processing Candidate Staff Data

DataStax, Inc., together with its subsidiaries and affiliates ("DataStax"), respects an individual's right to

privacy and values the confidentiality of Candidate Staff Data. DataStax collects, uses and discloses Personal Data in a manner consistent with the laws of the countries in which it does business.

DataStax processes Candidate Staff Data only as necessary for the recruitment and HR processes in the legitimate interests of DataStax, and the data will be transferred to DataStax's businesses and/or third parties outside of the European Economic Area only where necessary for such purposes and subject to compliance with applicable legal requirements.

3. What Candidate Staff Data do we collect, hold and use?

We collect, hold and process various categories of Personal Data about Candidate Staff which may include:

- name, gender, home address, telephone number, email address, date of birth, marital status, emergency contacts, salary information, bank and tax information, pensions information, and other benefits information;
- national insurance, social security, or other government-issued identifying details;
- nationality and passport information;
- work and educational history, criminal convictions, professional certificates and registrations;
- references;
- voicemails, emails, correspondence and other communications created, stored or transmitted between us and Candidate Staff and/or any recruiter acting for Candidate Staff.

4. Where does Candidate Staff Data come from?

Information relating to Candidate Staff comes from a number of sources. Much of it will be provided by Candidate Staff during the recruitment and interview process. Other Personal Data (such as references and Candidate Staff CVs) may be obtained during the course of the recruitment process from third parties such as recruitment consultants or the previous employers of Candidate Staff.

5. What do we do with Candidate Staff Data?

We will only process Candidate Staff Data for our legitimate interests to identify Candidate Staff, to manage all aspects of our recruitment process, to assess whether Candidate Staff are suitable for the role for which Candidate Staff have applied and to maintain the security of our premises and systems. We may also process Candidate Staff Data to validate Candidate Staff's right to work in applicable geographies.

We do not use Candidate Staff Data for marketing purposes.

We process Candidate Staff Data in accordance with applicable data protection laws. We will not process Candidate Staff Data in any way which Candidate Staff would not expect.

6. Who receives Candidate Staff Data?

Your Personal Data may be disclosed to and processed by HR staff, line managers and other employees of DataStax. All such persons are required to keep Candidate Staff Data safe and secure.

We may also use various third parties to process Candidate Staff Data as part of our recruitment process. These may include external training or testing providers, medical advisers, IT hosting and maintenance providers and, on occasion, lawyers. These third parties are carefully selected and under obligations to keep Candidate Staff Data safe and secure. We will only provide these third parties the minimum Personal Data that they need and ensure that they only process it to the extent necessary to provide their limited services to us.

As we have offices and Staff across the globe, it will often be necessary to transfer Candidate Staff Data to those offices and locations. We have controls in place to ensure that Candidate Staff Data is processed responsibly and securely and not disclosed unnecessarily. Third parties are not given access to Candidate Staff Data unless the law allows them to do so.

7. Safeguards to protect Personal Data

We have implemented procedures and technologies to protect Candidate Staff Data. It is held securely in our systems and accessible only by the HR team, managers and employees where appropriate.

DataStax has designated the UK's data protection authority (the "Information Commissioner's Office") as the applicable lead supervisory authority for DataStax for the purposes of EU Regulation 2016/679 ('GDPR').

8. Retention of Candidate Staff Data

Your Personal Data is kept throughout the recruitment process.

If Candidate Staff are offered a position at DataStax then we will keep the Personal Data obtained during the recruitment process during Candidate Staff employment/engagement with DataStax and it will be held and dealt with in accordance with our Staff Data Fair Processing Notice. If Candidate Staff are unsuccessful we may keep their CV and other Personal Data in accordance with applicable DataStax policies and may (for example) contact them if another similar position arises.

9. Candidate Staff Data Subject Rights

Candidate Staff have the right to ask for access to a copy of some or all of the Personal Data that we hold. If Candidate Staff would like a copy please contact: legal@datastax.com and/or Legal Department, 3975 Freedom Circle, Santa Clara, CA 95054.

If Candidate Staff suspect that any Personal Data that we hold about Candidate Staff is inaccurate or out of date, please let us know so that we can rectify it. In some circumstances Candidate Staff may be entitled to restrict the processing of Candidate Staff Data or have Candidate Staff Data erased.

10. Changes to Candidate Data Fair Processing Notice

This notice was last updated on the date stated on the front page. A new version of the document with an updated date will be posted on the DataStax intranet whenever this notice is changed in a material way.