

Applicant Privacy Notice

Effective Date: May 25, 2018

Overview

We recognize that you are aware of and care about your own personal privacy interests, and we take our responsibility to care for your information seriously. This Privacy Notice describes Mozilla's policies and practices regarding its collection and use of your personal data, and your privacy rights.

In this Privacy Notice the terms "Mozilla", "we", "us", and "our" refers to the Mozilla Corporation and its subsidiaries globally. Each legal entity of the Mozilla group is responsible as data controller for the processing of personal information relating to its own employees.

Corporate Data Transfer

Mozilla has its headquarters in the United States. Information we collect from you will be used, processed, and transferred to the United States and other countries or territories for the reasons described below. Those countries or territories may not offer the same level of data protection as the country where you reside.

If you are in the EU/EEA, Mozilla transfers your personal data to the United States as part of our compelling legitimate interest. Specifically, the transfer is necessary to implement pre-contractual measures (i.e. possible employment contract) or for the performance of an employment contract between you and Mozilla, if you offered a position.

Security & Data Protection

To help protect the privacy of personal data in our care, Mozilla maintains reasonable and appropriate administrative, physical, and electronic safeguards. We restrict access to your personal data to those who need to know (such as the human resources organization and hiring managers). We train employees about the importance of confidentiality and keeping your information private and secure. We contractually require our service providers to use appropriate measures to protect the confidentiality and security of your personal information. In addition, when we share personal information with third parties we contractually require them to use the information only in a manner necessary to provide the service(s) and include data protection obligations consistent with this Privacy Notice and applicable law.

Data Integrity & Purpose Limitation

We endeavor to ensure the personal information we process is current, accurate, and complete so that we can process it reliably. You can always correct your personal information to help assure the integrity and accuracy of the information you provide us.

Mozilla will not use your personal information for any purpose that is incompatible with this Privacy Notice unless:

- It is required by law;
- Separately authorized by you;
- Is in your own vital interest (e.g. in the case of a medical emergency);

Data Retention

Except as otherwise permitted or required by applicable law or regulatory requirements, we retain your personal information only as long as we believe it is needed to fulfill the purposes for which it was collected (including meeting any legal, accounting or other reporting requirements or obligations).

Defining Personal Information

Personal information is categorized two ways: personal information and sensitive personal information.

Personal Information

Personal information is also known as personally identifiable information or personal data. For the purposes of this Privacy Notice, personal information means any information that:

1. Directly and clearly identifies an individual, or
2. Can be used in combination with other information to identify an individual.

Sensitive Personal Information

Sensitive personal information is a subset of personal information where higher standards or special restrictions apply. We may collect certain sensitive data, e.g., race, in some jurisdictions on a voluntary basis, consistent with applicable law.

Your Personal Information - Why, How, What, and Who

Why Does Mozilla Need This Information?

Mozilla collects and processes your data for the following reasons:

1. It is necessary to enter or potentially enter into a contract with us. Either you have asked for something to be done so you can enter into an employment

contract with us (such as a job application) or it is necessary for actually entering into an employment contract with you.

2. The processing is necessary under a legal obligation (example: voluntary collection of gender identification data in California).
3. The processing is necessary to protect your vital interests (see Data Integrity & Purpose Limitation above)
4. Mozilla's legitimate interests (example: Diversity and Inclusion programs)

With the exception of certain information that is necessary to fulfill our contractual or legal obligations, your decision to provide personal information is voluntary. If you choose not to provide certain information, we may not be able to process your job application.

Mozilla does not use this information for automated decision-making and/or profiling which would create legal effects or affects you in a similar way.

How Does Mozilla Collect this Information?

Generally, we collect personal information directly from you (such as during the application process). However, in some instances, the personal information we collect has been inferred about you based on other information you provide us, through your working relationship with Mozilla, or from third parties (e.g., LinkedIn).

When we collect your personal information from third parties and not from you, it is because:

- You've given us express consent to do so; or
- Your consent is clearly implied by your actions (e.g. you use a third-party employee service available to you through Mozilla) ; or
- You provided explicit or implied consent to a third party to share the information with us (e.g. employment search firm, temporary agencies, public social networks, etc.)

What Personal Information Do We Collect?

We collect and process different types of personal information about you in accordance with applicable law. Typical information includes:

Human Resources Data

- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, or other information you provide to us in support of an application and/or the application and recruitment process, including information from references.

- Name, gender and/or sex, home address and telephone number, date of birth, and emergency contacts.
- Residency and work permit status, military status, nationality, citizenship, veteran and veteran disability status, language, and passport information.
- Social security or other taxpayer/government identification number.
- Payroll/wage information and banking details.
- Date of hire, work history, technical skills, educational background, professional certifications and registrations, and language capabilities.

What Do We Do With Your Personal Information?

Mozilla uses your personal information in order to manage all aspects of your potential employment relationship with us. The types of activities include:

Managing Workforce

This means evaluating and selecting workforce, and in case of a successful candidacy, managing onboarding and initial (pre-employment) work activities and personnel (such as banking information for payroll, work authorization information, setting up IT, emergency contacts, and employment details).

Compliance Functions

This means complying with legal and other requirements.

This generally includes judicial or administrative orders regarding individuals (e.g. garnishments, child support payment), conflict of interest reporting, audits and risk management, immigration visa or work permit applications, employment and tax law, compliance with government inspections and other requests from government or other public authorities, responding to legal process such as subpoenas, pursuing legal rights and remedies, defending litigation and complying with internal policies and procedures.

Who Do We Share Your Information With?

Your personal information will be shared with Human Resources, hiring managers and Mozilla staff who may participate in the interview process. If you accept a position, we will also share this information with WorkPlace Resources, IT, End User Services, Benefits, Compliance and Legal.

We may also share your information with our affiliates, subsidiaries, and other third parties for the reasons described (directly above) in *What Do We Do With Your Personal Information?* For a list of the Mozilla affiliates that may jointly process and use Personal Information see [here](#).

The types of unaffiliated third parties we may share your information with are:

Service Providers

These are companies who provide products or services to Mozilla.

This typically includes services such as payroll, pension schemes, benefits providers, human resources services, performance and engagement management, IT systems suppliers and support, third parties assisting with equity compensation programs, medical or health practitioners, trade bodies and associations, and other service providers.

Professional Advisors

These are professionals who provide expert guidance and advice to Mozilla in all of the countries where Mozilla operates. Professional advisors generally include bankers, attorneys, accountants, auditors, lawyers, and insurers.

Public and Governmental Authorities

These are entities that regulate or have jurisdiction over Mozilla. These entities include regulatory authorities, law enforcement, public bodies, and judicial bodies.

Corporate Transactions

We may buy or sell businesses and other assets. In such transactions, employee information is generally one of the transferred business assets. We reserve the right to include your personal information as an asset in any such transfer. Also, in the event that we, or substantially all of our assets, are required, your personal information may be one of the transferred assets.

Your Rights

Please keep your personal information up to date and inform us of any significant changes to your personal information.

You can access, correct, or delete personal information as described below. Your ability to access, correct or delete personal information is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous.

Accessing Your Personal Information

Much of your personal information is held in our Applicant Information System, Greenhouse You can access this information via your Greenhouse job post.

If there is personal data you want to review, verify or correct that is outside Greenhouse but is in Mozilla's control, please contact your recruiter. In the event we cannot provide you with access to your personal information, we will inform you of the reason(s) why, subject to any legal or regulatory restrictions.

Correcting Your Personal Information

If you believe your personal information is incorrect, incomplete, or outdated, you can usually correct that information via your job post in Greenhouse. If the information is in a system that does not provide you direct access, you may request the revision or correction of that information through your recruiter.

If it is determined that personal information is inaccurate, incomplete or outdated, Mozilla will revise it. If necessary, we will also inform agents, service providers or other third parties who may have also have this information so records in their possession may be corrected or updated.

We reserve the right not to change any personal information Mozilla considers accurate.

Deleting Your Personal Information

You can request we delete the personal information that Mozilla holds about you. Contact your recruiter for help with these requests. There are instances where applicable law or regulatory requirements allow or require us to refuse to delete this personal information. In the event we cannot delete your personal information, we will inform you of the reason(s) why, subject to any legal or regulatory restrictions.

Any request by you to delete your personal information will not result in deletion of any information submitted directly by you to a third-party provider (e.g. placement firms etc.) If you require the third-party to delete any of your personal information, you must contact the third party directly to request such deletion.

Objecting to or requesting the restriction of Processing

You can object to, or request the restriction of, the processing of your personal data that Mozilla uses for its legitimate interest. Contact recruiter for help with these requests. There are instances where applicable law or regulatory requirements allow or require us to refuse to restrict processing personal information. In the event we cannot restrict processing your personal information, we will inform you of the reason(s) why, subject to any legal or regulatory restrictions.

Data Portability

You can move, copy, or transmit personal data you provided to Mozilla for processing related to our performance of your employment application. Contact your recruiter for help with these requests.

Third Party Services

As noted above, Mozilla uses unaffiliated third party service providers to perform services on our behalf, such as Greenhouse for applicant data and HackerRank for code challenges. The use of these services or websites are governed by the vendor's privacy policies. To learn more about how data is handled by the application or service provider, please read the applicable privacy policy.

Resolving Concerns/Questions/Contacts

If you have any questions or concerns regarding the handling of your personal information, please contact your recruiter. Alternatively, you may report complaints or concerns to Trust & Safety at compliance@mozilla.com.

Europeans who believe a privacy complaint is unresolved have the right to lodge a complaint with Marshall Erwin merwin@mozilla.com (Mozilla's German Data Protection Officer), or the supervisory authority of their Member State.

Changes to Privacy Notice

We may change this Privacy Notice at any time. The effective date of each version of this Privacy Policy is identified above.