

# LastPass Candidate Privacy Notice - California

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## 1. Who We Are and Scope Of This Privacy Notice

LastPass is an award-winning password manager and provider of password and identity management solutions that are convenient, easy to manage and effortless to use for individuals and businesses. This Candidate Privacy Notice - California (hereinafter "Notice") applies to Californian residents and supplements our [Global Privacy Policy](#) and is designed to provide job applicants, leads, referrals, or candidates with important information about the types of personal information LastPass US LP and its affiliates ("LastPass," "we," "us," "our") collect from or about you and our practices for collecting, using, sharing, or processing of that personal information. LastPass US LP is based in the United States of America, with affiliates around the world. A complete list of LastPass entities can be found [here](#) (within the LastPass Affiliate Disclosure).

This Notice addresses personal information collected by LastPass to assess your qualifications for a particular position and facilitate your application for a job within LastPass. This Notice does not apply in situations where we process personal information on when you visit our webpage(s); visit our offices; register for or participate in our webinars, whitepapers, or contests; communicate with us; and download, access, or otherwise use our services. For more information relating to our privacy practices, please visit our [Global Privacy Policy](#).

## 2. What Personal Information Do We Collect

This Notice covers all personal information you submit to our LastPass Careers websites or during the job application process and potentially from other sources.

*Personal Information We Collect Directly From You*



The categories of personal information that we collect directly from you:

- Identifiers. Such as name, contact information (e.g., phone number, email address, home address), login and password for online recruiting system.
- Professional and Employment-Related Information. Personal information contained within CV/ resume or cover letter; previous work experience; professional and other work-related licenses, permits, and certifications held; awards and professional memberships; performance history; desired work requirements; references; work eligibility (if applicable), or other data disclosed by you in an interview.
- Educational Information. Educational details, qualifications, languages, and other skills.
- Feedback. Where you elect to provide us with feedback, which may include, but is not limited to, reviews or suggestions posted online (e.g., in social channels or review sites) we may use any applicable personal information provided with the feedback to respond to you.
- Sensitive Personal Information. We would prefer that you avoid submitting the following sensitive personal information, except where such information is legally required: sexual orientation, race, ethnic origin, religion, beliefs, disability, marital status, creed, nationality, national origin, color, veteran status, or health status.

Any personal information you submit to us in support of your application must be true, complete, and not misleading. If you intend to provide us with details of a reference or any other third party as part of your application or submission, it is solely your responsibility to obtain consent from that third-party prior to passing such personal information to us.

#### *Personal Information Automatically Collected When Using Our Websites*

- Internet Activity. Where applicable, if we are permitted to place cookies or similar technologies, we may also use your personal information for purposes that are consistent and compatible with the original purpose of collection under the same legal basis or where your consent has been given that is outlined in our [Global Privacy Policy](#).

#### *Personal Information We Collect From Other Sources*

- Professional and Employment-Related Information. Background check data, which may include your criminal records history, employment history, educational history, or compensation history from third- party service providers (as allowed by local laws); information about your performance or experience from references, other LastPass employees, or customers; and information provided by interviewers, if you are offered a job.
- Other Third-Party Sources. We may collect publicly available information from websites and social media, including information you voluntarily submit to us in connection with your application (e.g., applying through LinkedIn).

### 3. How We Use Your Personal Information and Legal Basis



We only process your personal information to the extent required to carry out and complete the application process, for employment purposes, and consistent with applicable law. The legal basis of the processing is the necessity for the application process and, if applicable, the initiation of an employment relationship as well as our legitimate interest. We process your personal information to:

- Process your application;
- Assess your capabilities and qualifications for a position;
- Verify your information through reference checks and background screenings (if you are offered a job and consistent with local law);
- Manage, operate, and improve the recruiting system and process, recruiting practices and activities, and database of interested individuals;
- Communicate with you about your interest in LastPass, employee experience at LastPass, job opportunities, or the recruiting process; and
- Comply with our obligations under any applicable law, rule, or governance.

LastPass may aggregate or de-identify your personal information in order to minimize the amount of personal information processed and for purposes listed. LastPass maintains such data without attempting to re-identify it.

#### 4. Who We Share Your Personal Information With

We may share your personal information for the following reasons:

- With our affiliated companies and subsidiaries within the LastPass company group in order to operate our business and fulfil the application process;
- With third-party service providers (such as Greenhouse Software, which is based in the United States of American, and other IT and security service vendors, website hosting facilities, and email distribution services), contractors, and other third-parties we use to support our business. Such third-parties operate under appropriate confidentiality and data privacy obligations (only for the purposes identified in Section 3, "How We Use Your Personal Information");
- At your direction, with separate, specific notice to you, or with your consent;
- In connection with a merger, divestiture, acquisition, reorganization, restructuring, financing transaction, or sale of all or substantially all of the assets pertaining to a product or business line;
- To courts or authorities or other third-parties if we believe disclosure is lawful, necessary or appropriate to detect, investigate, prevent, or take action against illegal activities, fraud, or situations regarding the safety or rights of LastPass, our employees, you, or others;
- To courts or authorities or other third-parties in order to enforce our [Terms of Service](#) or other agreements we have with you; and
- As required by law or administrative order, which includes responding to relevant government or regulatory requests (Please refer to our [Government Request Policy](#) for more information).

LastPass does not sell your personal information. LastPass may share or disclose aggregate or de-identify data that does not identify an individual or a household.

## 5. How Long Do We Process Your Personal information

We keep your personal information no longer than is needed for the business purposes for which it was collected (as outlined in Section 3) or as necessary to comply with our own legal and regulatory obligations. We determine the appropriate retention period based on the length of time we have an ongoing relationship with you and reasonable time after which we may have a legitimate need to reference your personal information to address issues which may arise, whether there is a legal obligation to retain such records, and whether retention is allowed by applicable law.

## 6. Cross Border Data Transfers

As a global organization, LastPass has international affiliates and subsidiaries, utilizes third-party service providers, and maintains a global infrastructure. Personal Information that we collect and maintain will be transferred to and processed in the United States and other countries around the world.

## 7. Security

LastPass has implemented a comprehensive information security program which includes appropriate technical and organizational measures designed to safeguard and protect your data.

## 8. Children's Privacy

LastPass' webpages and recruiting processes are not intended for children. If you inform us or we otherwise become aware that we have unintentionally received personal information from a minor without a parent's or guardian's consent, we will delete this data from our records.

## 9. Your Rights

### *Your Rights*

As a data subject in California you have certain rights in relation to our processing of your personal information in accordance with the Californian law. These include the right to know and access specific pieces of personal information that we process about you, right to request deletion of your personal information, right to request correction of your personal information, right to opt-out of sharing your personal information for advertising purposes, and right to non-discrimination for the exercise of your privacy rights.

### *Exercising Your Rights*

If you register on our career website(s), you may access, review, change, and delete some of the personal information collected about you by logging in to the career website and updating

your account information. To exercise any of the above-mentioned rights, please submit your request to the LastPass [Individual Rights Management Portal](#), e-mail us at [privacy@lastpass.com](mailto:privacy@lastpass.com). For security purposes, we will need to verify your identity by matching the identifying information you provide with the personal information we already maintain. You may designate an authorized agent to make a request on your behalf.

## 10. Changes

We may update this Notice from time to time to reflect changes to our personal information handling practices or respond to new legal requirements. If we make any material changes to this Notice that have a substantive and adverse impact on your privacy, we will provide notice on this website and additionally notify you by email (sent to the e-mail address specified in your account). We encourage you to periodically review this page for the latest information on our privacy practices.

## 11. Contacting LastPass

If you have any other questions about this Notice you may contact the LastPass Privacy Team or Data Protection Officer by emailing us at [privacy@lastpass.com](mailto:privacy@lastpass.com) or write to us via postal mail at: Attn: Data Protection Officer, c/o LastPass Legal, LastPass, 125 High Street, Suite 220, Boston, MA 02210. To reach our Global Customer Support department, you may contact us [here](#).

If you have any difficulties reviewing the contents of this Notice, you may also contact [privacy@lastpass.com](mailto:privacy@lastpass.com) if you wish to obtain a copy of this Notice in an alternative format.