



# ByteDance Global Applicant Privacy Notice

**Effective Date:** 23 November 2021

ByteDance ("we" or "us") has prepared this Applicant Privacy Notice ("Notice") for applicants to roles with ByteDance. This Notice describes how we handle and protect your personal data in connection with our recruiting processes and programmes. This Notice applies to the personal data of job applicants and potential candidates for employment. We think it is very important that you understand how we use your personal data, and we take our obligations in this regard very seriously. The purpose of this Notice is therefore to give you information about how ByteDance collects, processes, stores and otherwise uses your personal data, and your rights in relation to that data.

ByteDance needs to process your personal data in order to process your application for employment. There may also be statutory requirements we have to comply with in relation to your application. If we are not able to carry out the processing activities we describe in this Notice we may not be able to continue with your application.

For the purposes of this Notice, references to 'ByteDance' comprises the following entities: Bytedance FZ-LLC, TikTok Information Technologies Tel-Aviv Ltd., TIKTOK TECHNOLOGY CANADA INC., Bytedance Brasil Tecnologia Ltda., TikTok Mexico Tecnologia S. de R.L. de C.V., Bytedance (India) Technology Private Limited, Bytedance KK, C4 Connect Inc, Eisencloudgames Inc, Bytedance Co. Ltd., The Representative Office of TikTok Pte. Ltd. in Thailand, TikTok Australia Pty Ltd., PIPO (SG) Pte. Ltd., Bytedance Pte. Ltd., Lark Technologies Pte. Ltd., TikTok Pte. Ltd., BYTE PRECISION SDN. BHD., PT MP GAMES, TikTok Technologies Vietnam Co. Ltd., The Representative Office of TikTok Pte. Ltd. in Ho Chi Minh City, and any other legal entities ByteDance chooses to incorporate and use to recruit and employ. The ByteDance entity that you are applying to is the controller of your personal data.

In addition, you will see several references to the "ByteDance Group", which includes all other ByteDance entities globally. As with many other ByteDance policies, we may update this document from time to time, for example if we implement new systems or processes that involve the use of personal data. Any material updates to this document which may affect you will be communicated to you through appropriate channels, such as on the ByteDance job applicant site or via ByteDance's communication tools.

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To help you find information on any particular question you might have, we have set out an index below:

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## What categories of personal data does ByteDance collect about me?

ByteDance generally collects, processes and uses the following categories and types of personal data about you when you apply for a job, as may be required :

- **identification data**, such as your name, citizenship, passport data, identification number, identification card, photo, drivers' licence information, tax reference and social or national insurance number;
- **general personal data**, such as your date and place of birth, emergency contact details and gender;
- **contact details**, such as your home address, telephone number and email address;
- **education and work experience**, such as contact details for your current/former employer, information about your educational background, national service, your work experience and other experience;
- **other application data**, such as the information included in your application form/CV;
- **salary information**, such as details of you salary and/or package at your current and/or previous positions and/or your salary expectations;
- **information collected as part of the interview process**, such as notes taken from your interview or information provided from recruitment agencies; and
- **background check information**, such as information obtained through reference checks and confirmation about your work/educational background,

together we will refer to this as "Applicant Data".

In addition to the collection, processing and use of Applicant Data, ByteDance

collects, processes and uses the following categories of personal data about you which we describe as "Sensitive Applicant Data":

- **health and medical data**, such as information on illness or disability for the purposes of making reasonable adjustments to the workplace in order to facilitate job interviews; information, including health, symptoms and information pertaining to the ongoing SARS-CoV-2 (otherwise known as 'Coronavirus' or 'Covid-19') pandemic as appropriate and where required by applicable law to do so; and
- **race or ethnicity data**, such as information contained in your passport or other citizenship and right to work documentation, information collected for visa and immigration purposes and information processed for the purpose of applicant diversity monitoring.
- **sexual orientation, religious, philosophical or political beliefs**, such as information voluntarily provided by you, for example in the context of an optional diversity and inclusion survey, in which case it will only be used and retained for the purpose disclosed to you at the time you provided the information.
- **criminal data**, such as suspicions, prosecutions, allegations or convictions of criminal offences where necessary to protect ByteDance's interests and permitted by local law.

## **Why does ByteDance need my Applicant Data and Sensitive Applicant Data?**

We collect and use Applicant Data and Sensitive Applicant Data for a variety of reasons linked to managing your application for a role with us or we are required to by applicable law:

- Administering and processing your application (including processing a job offer should you be successful) including identification data, contact details, education and work experience, information obtained during your interview and information contained in your CV.
- To determine your eligibility for the role you applied for, including identification data, contact details, education and work experience, information obtained during your interview and information contained in your CV.
- Conducting background checks as part of your application, including identification data, contact details, information about your qualifications and employment history (to the extent permitted under applicable law).
- Complying with applicable laws and employment-related requirements for successful applicants, along with the administration of those requirements, such as income tax, national insurance deductions, and employment and immigration laws which involves the processing of identification data and contact details.
- Monitoring and ensuring compliance with applicable policies, procedures and laws,

which involves the processing of your identification data and contact details.

- Communicating with you, employees within the ByteDance Group and third parties regarding your application and onboarding, including informing you of future opportunities with ByteDance, including communicating future employment opportunities which involves the processing of identification data and your contact details.
- Responding to and complying with requests and legal demands from regulators or other authorities in or outside of your home country which involves the processing of identification data and contact details.
- Complying with corporate financial responsibilities, including audit requirements (both internal and external) and cost/budgeting analysis and control which involves the processing of identification data, contact details, information about the role you have applied for, including the role's salary and benefits.
- Ensuring Diversity and Inclusion, using the information you may choose to provide, such as your gender and ethnicity, during the application process where we offer candidates the opportunity to self-identify for diversity and inclusion purposes.
- Improving our recruitment and hiring process using aggregated or anonymised data in order to improve our hiring process and to enhance our ability to attract and retain candidates.
- Emergency situations where the health or safety of one or more individuals may be endangered.
- To accommodate your application and interview and for compliance with legal obligations around equality and disability legislation, we may use health and medical data concerning any disabilities, your physical or mental health or medical conditions which may mean you require additional support.
- Ensuring compliance with legal requirements, including immigration and/or employment laws and regulations, right-to-work checks, diversity and inclusion requirements and practices.
- Conducting criminal history checks as permitted by applicable law.

ByteDance processes Applicant Data for various purposes (some may not be applicable in your country):

- providing notice to you;
- where doing so is in our legitimate interests;
- to comply with applicable laws, including immigration and/or employment laws and regulations;
- to take steps prior to entering an employment contract with you, where you are considered for employment; and/or

- where we have your consent to do so.

We process limited amounts of Sensitive Applicant Data in order to comply with our legal obligations, health and safety reasons, for the establishment, exercise or defence of legal claims or with your explicit consent (where this is required by law).

## **Who might ByteDance share my personal data with, and where?**

As you may know, the ByteDance entity to which you are applying for a role is part of the global ByteDance Group, with offices located across the globe, which support HR administration and provide services such as cloud storage, research and development, analytics and security.

ByteDance may also transfer your personal data to third parties outside of the ByteDance Group. The types of third parties we share your data with, and the reasons why we share it, are as follows:

- Regulators, authorities, business partners and other third parties. We may need to share your personal data with regulators, courts, and other authorities (e.g., tax and law enforcement authorities), independent external advisors (e.g., auditors, accountants, lawyers and consultants), insurance, pensions and benefits providers (for successful applications), internal compliance and investigation teams (including external advisers appointed to conduct internal investigations).
- Acquiring entities. If the ByteDance business to which you are applying is sold or transferred in whole or in part (or such a sale or transfer is being contemplated), your personal data may be transferred to acquiring entity as part of the transfer itself or as part of an initial review for such transfer (i.e. as part of any due diligence). This is subject to any rights provided by applicable law, including jurisdictions where the acquiring entity is located.
- Service providers acting on behalf of ByteDance. As necessary for the purposes of processing listed above, Applicant Data may be shared with third parties to process under appropriate instructions and on behalf of the relevant ByteDance entity ("Data Processors"). Data Processors may carry out instructions related to Applicant Data administration including, where applicable, external recruitment agencies and recruitment system providers (including support and maintenance), payroll, compensation & benefits (for successful applicants), training, health and safety, compliance, photography and videography, and other activities. Data Processors are subject to contractual obligations to implement appropriate technical and organisational security measures to safeguard personal data and to process it only as instructed.

For more information on who we share your personal data with, and where it is transferred to, you can contact us as set out below (Who can I contact about this Notice?).

Some of the third party recipients we may share Applicant Data and Sensitive Applicant Data with may be located in countries outside of the country where you

apply.

For transfers to ByteDance Group entities outside of the country where you apply (an “International Transfer”), ByteDance takes measures to ensure your personal data is adequately protected. For International Transfers to third parties, ByteDance will also take necessary measures to ensure that your data is adequately protected. This will also include using appropriate safeguards such as the appropriate contractual clauses in our agreements with such recipients.

### **How long with ByteDance retain my personal data?**

It is ByteDance's policy not to store personal data for longer than is necessary and to retain such data on a basis proportionate to achieving the purposes prescribed above. This means that ByteDance retains personal data for: (i) the period of time required for the purposes for which it was collected; (ii) any compatible and lawful purposes subsequently established; (iii) any new purposes to which you subsequently consent; and/or (iv) compliance with legal and regulatory requirements.

### **What rights do I have in respect of my personal data?**

You may have specific rights under data protection law. If you wish to learn more about these rights, contact your local data protection authority, or contact us as stated below (Who can I contact about this Notice?). These rights are not absolute and are subject to various conditions under applicable data protection and privacy legislation; and the laws and regulations to which ByteDance is subject.

### **Who can I contact about this Notice?**

If you have concerns or questions regarding this Notice or if you would like to exercise your rights as a data subject, you can get hold of the right person here: [hrdataprotection@bytedance.com](mailto:hrdataprotection@bytedance.com).