

Candidate Privacy Notice

This page provides additional details on Cimpres India Private Limited (“**CIPL**” “**we**” “**our**”) CIPL’s privacy practices associated with the submission and processing of personal information related to job applicants (“**candidates**” “**you**”) including through the “**Careers**” section of Cimpres's corporate website (“**Cimpres.com**”) and other recruitment channels. This Candidate Privacy Notice (this “**Notice**”) is a supplement to the CIPL’s Privacy Policy. In case of any inconsistency between this Notice and CIPL’s Privacy Policy the terms of CIPL’s Privacy Policy shall prevail.

Resumes submitted to CIPL for review should only include information relevant to job qualifications and employment history. This may include prior employment details, job titles, dates of employment, significant accomplishments, education, degrees or certifications earned (along with issuing institutions and dates), relevant awards, and other achievements. Any additional information intentionally shared or included in your resume will also be processed in accordance with our privacy policy.

This Notice also describes the rights that candidates may have in relation to the personal data that we process about them.

Information We Collect

Personal Information:

During the recruitment process, we may collect various types of personal information about you, including but not limited to your full name, contact details like your personal mobile number and your email address, date of birth, your current compensation and expected compensation, current city, gender, national identifier details, veteran status, your audio and video data which you attend for interviews work history, education, skills, and qualifications.

Sensitive or Special Category Data:

We may collect sensitive personal information, such as health-related or ethnicity data, only when required by applicable law or when necessary for the position you are applying for, in compliance with applicable laws.

The term “**applicable law**” for the purpose of this Notice shall mean and include mean any statute, law, regulation, directive, guideline, policy, requirement, or any governmental restriction or any similar form of decision of, or determination by, or any interpretation or administration having the force of law of any of the foregoing, by any governmental authority having jurisdiction over the matter or the parties in question, whether in effect as of the date of this Notice or thereafter.

Publicly Available Sources:

During the hiring process, we may collect information about you from publicly available sources or third parties, such as references, background check providers, and similar sources.

Pre-employment Data Collection:

After you accept our offer letter we may collect additional information as part of the pre-employment process. This may include, but is not limited to, national identifiers, temporary and permanent address details, contact information, emergency contact details, marital status, family details, previous employment history, and educational background, as required and in compliance with applicable laws.

In certain cases, based on specific requirements and with your explicit consent, we or our authorized vendors may request additional documents for background verification. These may include national identification documents, address proofs, educational certificates, mark sheets, payslips, compensation letters, experience certificates, resignation letters, and other relevant records. As part of this process, we may also contact the references you provide to verify your employment details.

Site Usage and Traffic Data:

We will also collect information related to you including but not limited to address, the date and time you accessed or left the site, pages you viewed, traffic data, IP address, weblogs. Some parts of our site use cookies and other technologies to collect this information about your general internet usage.

Sources from which we collect the information from:

We will collect your personal information using any of the below-mentioned sources.

- Information which is directly or indirectly shared by you with CIPL or directly shared with our recruitment teams or through our employee referral programs.
- Information received from recruitment vendors who are legally authorized to share data with us.
- Information which we may collect as part of our recruitment drives at colleges, universities and company-led drives.

What is the legal basis of processing your information:

- In most cases, we rely on your consent as the legal basis for processing your information.
- However, in certain situations, we may process your data based on legitimate interests, such as detecting or preventing fraudulent activities. Additionally, we may process your

personal data or other relevant information under legal obligations if required to share information with legal authorities.

How We Use Your Information:

CIPL will process candidates' personal information for recruitment and hiring purposes. Once hired, the employee's personal information will be governed by CIPL's Employee Privacy Notice for the duration of employment. We do not sell your personal information to third parties.

We use the collected personal information and other relevant information for the following purposes:

- To communicate with you about your application and the recruitment process.
- To evaluate your qualifications and skills.
- To prepare for interviews or screening discussions, including arranging travel or reimbursing candidates for expenses where applicable.
- To conduct background checks and fraud verifications for certain roles, with additional notice and in compliance with applicable laws.
- To comply with legal and regulatory requirements.
- To connect with you for candidate experience surveys or to gather feedback about the interview process, either by CIPL or third parties appointed by CIPL.
- To ship any packages related to the pre-employment process.
- To identify other relevant job opportunities based on the information you have provided.
- To use your data as part of the employment onboarding process after you accept the offer.

Disclosure of Your Information:

We may disclose your personal information to different parties as outlined in the following list:

- To our employees.
- Agents, or service providers, our affiliates companies, if required of our clients who need access to your information to perform their duties.
- To regulatory authorities or law enforcement agencies if required by applicable law.
- To third-party providers of recruitment-related services, such as background checks or for performing any technical assessments.
- To shipping vendors to send any materials as part of the pre-employment process or onboarding process.

· We may share your personal information with our vendors to perform background verification services.

Complaints:

If you have a complaint about our handling of your personal data, you may contact us using the contact information TalentSupport@cimpress.com. We request that a complaint be made in writing. Please provide details about your concern or complaint so that our data protection officer can investigate it. We will take appropriate action in response to your complaint, which may include conducting internal discussions with relevant business representatives.

Retention of Your Information:

We will retain your personal information for as long as necessary to fulfill the purposes for which it was collected, including any legal or regulatory requirements as per the relevant jurisdiction. The retention period is typically based on the time allowed to bring a legal claim. After this period, we may continue to retain your personal data if required by law, to resolve any outstanding claims or complaints, or for regulatory or technical reasons. In such cases, we will continue to ensure that your privacy is protected as per our privacy policy.

If your application is unsuccessful, we may retain your personal data in our talent pool to contact you in the future about other roles at CIPL that may be of interest to you. If we retain your personal data in our talent pool the personal data shall be protected as per the applicable laws.

Your Choice and Rights:

You have the right to request access to, or deletion of your personal information, as well as the right to restrict or object to its processing. You also have the right to receive a copy of your personal information in a structured, commonly used, and machine-readable format. Additionally, if you wish to update or make changes to your resume, you can simply resubmit a new version.

If you would like your resume to be completely removed from CIPL's systems, please send an email to: preethi.sh@cimpress.com. To assist our support agents in locating your resume, please ensure you include your name and contact details as submitted with your resume.

At CIPL, for certain roles, candidates may be required to complete online assessments, including situational judgment tests, psychometric tests, and competency-based tests, during the evaluation stage. You have the right not to be subject to automated processing without human intervention.

We may conduct an initial automated assessment of your application to determine whether to move forward with your candidacy. This assessment will analyze your qualifications, experience, and competencies as outlined in your application to assess your suitability for

the role. As stated before, you have the right not to be subject to this automated decision-making without human intervention.

The data subject rights you may have:

These rights are not exhaustive and may vary based on the applicable laws in your jurisdiction. Additionally, some rights may not be absolute and can only be exercised in specific circumstances.

- **Right to Access:** You have the right to access the personal information we process about you.
- **Right to Erasure:** You have the right to request the deletion of your data that CIPL processes, particularly if the data was collected based on your consent and you wish to withdraw that consent, and there is no other valid legal basis for processing.
- **Right to Rectification:** You have the right to correct any inaccurate or incomplete personal data we hold about you.
- **Right to Object:** You have the right to object to the processing of your personal data, particularly if your data is used for marketing purposes, or if you believe that the processing based on legitimate interests is not valid or does not outweigh your rights, or if it is being used to perform tasks in the public interest.
- **Right to Restrict Processing:** You have the right to restrict the processing of your data if you believe the data is inaccurate, if the processing is unlawful, if the data is no longer needed for legal purposes but you want us to retain it, or if you want us to assess our or our third-party vendors' legitimate interests in processing your data.

How to Contact Us:

If you have any queries or concerns about CIPL's candidate privacy notice, practices or to exercise your rights and choices, you can contact us at TalentSupport@cimpress.com.

Appendix For Candidates in the EEA and UK or any other foreign territory:

If you are a candidate in the European Economic Area (EEA) or the UK region or any other foreign territory as mentioned in Annexure 1 applying for a position within Cimpress, Cimpress India Private Limited will be the controller of your data for the purposes of your application, administration, resource management, etc. Local hiring legal entities are data controllers for local recruitment, on-boarding, and any subsequent employment-related processing. The following sections provide additional information under the EU/UK General Data Protection Regulation ("GDPR") and national data protection law.

Legal Basis, Data Protection Rights and Contact:

We use a combination of legitimate interests, performance of a contract (including the intention to enter into a contract) and/or consent as the legal basis to process the personal information that you share with us as part of the recruitment process.

Candidates in the EEA have the right to object to the processing of their personal information, request restrictions on the processing of their personal information, or request portability of their personal information. If we have obtained your consent to process your personal information, you can withdraw it at any time with effect for the future.

Withdrawing consent will not affect (1) the lawfulness of any processing we carried out before the withdrawal, or (2) the processing of personal information under other legal bases. A list of countries where CIPL affiliates operate can be found in **Annexure 1**.

If you believe we are using your personal information in a way that is inconsistent with this Privacy Notice or Privacy Policy or if you need more information about your rights, please contact your local data protection authority at [add contact details].

Cross Border Data Transfer:

For personal information originating in the European Economic Area (EEA) or UK that is transferred to an CIPL entity outside the EEA or UK that does not have an “adequate level of protection” as determined by the European Commission or Secretary of State of UK, it does so based on permitted lawful measures, such as Intra Company Agreements which include EU standard contractual clauses/UK IDTA executed with applicable CIPL entities. You can review the EU Standard Contractual Clauses on the European Commission’s website [here](#).

Changes to the Notice:

From time to time, we may change or update this Notice. If we do so, we will make efforts to notify you of such changes by any means.

Acknowledgement:

By choosing the 'I accept' option given, you acknowledge your personal data will be held and used as described above.

Annexure 1

List of CIPL affiliates that may collect and processes personal information of individuals operating globally: EU and UK countries:

- Bulgaria
- Czech Republic
- Denmark
- Germany

- France
- Ireland
- Netherlands
- Poland
- Portugal
- Romania
- Spain
- United Kingdom

Other countries:

- Australia
- Brazil
- Canada
- Chile
- China
- Colombia
- Costa Rica
- Hong Kong
- India
- Israel
- Malaysia
- Mexico
- Peru
- Philippines
- Singapore
- South Africa
- Switzerland
- Taiwan
- Ukraine

· United States

· Vietnam