

Applicant Privacy Notice

Last Updated: January 2023

LastPass US LP (together with its affiliated entities, “LastPass” or “we”) values your trust and is committed to the responsible management, use, and protection of your personal information.

This Applicant Privacy Notice (the “Notice”) is applicable to all personal information collected by LastPass to facilitate your application for a job within the LastPass group of companies, either in paper form or electronically through the use of our LastPass Careers websites (“Careers Site(s)”).

The Careers Sites include those LastPass websites and web pages dedicated to employee recruitment across LastPass business entities, divisions, and geographical locations.

These Careers Sites are operated by LastPass, 333 Summer Street, Boston MA 02210, to support LastPass’s recruitment functions.

Your Consent

Please read this Notice carefully.

By using the Careers Site(s), or submitting your personal information, you accept and agree and consent to the collection, saving, use, transfer, and disclosure of your information, including personal and sensitive information, as described in this Notice. If you do not accept the terms of this Notice, you should not apply for a position online or have your written or electronic submission considered for a position.

If you submit your information in written form (including your CV/résumé, cover letter, or additional information), you consent to having your personal information either partially and/or fully entered into LastPass’s and its third-party service providers’ systems and databases.


By using the Careers Sites(s), or submitting your information in written or electronic form, you agree and consent to the transfer of personal information about you to countries outside the country in which you reside, which may include countries with a different data protection regime than is in place in the country in which you reside. You also agree and consent to LastPass’s use of third-party service providers to operate and host portions of the Careers Site(s), and to process, transmit, and store the information you submit in your applications or otherwise provide in your registration account/profile. LastPass, and, by extension its third-party service providers, will take appropriate technical, organizational, and legal steps to secure personal information about you.

Information you Provide

This Notice covers any and all personal information you submit in the course of using the Career Sites, including the information you may submit when applying or searching for a position at LastPass. If you make use of the Careers Site(s), or submit information in written or electronic form, as part of the job application or job search process, we may collect the following information based on your input:

- name, contact information;
- login and password;



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- CV/résumé, cover letter, previous work experience, and education information;
 - employment preference, willingness to relocate, current salary, desired salary;
 - professional and other work-related licenses, permits, and certifications held;
 - language and other skills;
 - awards and professional memberships;
 - information related to your eligibility to work in the United States, available start date; and
 - information relating to references.

We do not require, but you may also voluntarily choose to provide, other relevant information as part of your application. We would prefer that you avoid submitting the following sensitive information, except where such information is legally required: sexual orientation, race, ethnic origin, religion, beliefs, disability, marital status, creed, nationality, national origin, color and/or age.

Any information you submit through the Careers Site(s) 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 information to us.

You are responsible for the content of the information you provide to us, and you must ensure it is legal, truthful, accurate, and not misleading in any way, and does not infringe on any third party's rights and is not otherwise legally actionable by such third party.

Use of Personal Information

The information that you submit in your application on the Careers Site(s) will be reviewed, processed, and stored on a worldwide basis for the purposes outlined below by employees, consultants, and/or service providers of LastPass. LastPass will remain responsible for any personal information collected.

Personal information submitted through the Careers Site(s) will be collected, used, transferred, and disclosed (collectively, "processed") for LastPass's recruitment functions and for related management and planning purposes. LastPass will use such personal information on your application, as permitted by applicable law, to:

- process your application;
- assess your capabilities and qualifications for a job;
- conduct reference checks;
- provide to you any services available on the Careers Site(s) from time to time;
- communicate with you;
- comply with our obligations under any applicable law, rule, or regulation;
- monitor and record services, whether provided by LastPass or a third party;
- conduct background checks (if you are offered a job); and
- for other lawful purposes as otherwise permitted by applicable law.

Personal information about you will be added to the candidate database, which is hosted and maintained by LastPass's third party service provider, and will be used by LastPass for the purposes of considering whether your profile is suitable for other job vacancies. If we elect to make you an offer, personal information you submit or otherwise disclose may be incorporated into our human resources system and used to manage the

new-hire process. If you become an employee, any personal information that you submit may become part of your employee file and may be used for other employment/work-related purposes.

Disclosure of Personal Information

Personal information about you will be reviewed by LastPass employees, consultants, or agents who have a legitimate business need to access such personal information and may include recruiters, human resources personnel, technical services personnel, and managers or their designees.

We may share personal information about you with selected service providers or consultants acting on our behalf, such as third parties assisting LastPass with the operation of the Careers Site(s). LastPass will take reasonable and appropriate measures, in compliance with applicable law, to ensure that those third parties use appropriate measures to protect the confidentiality and security of such personal information.

LastPass may also use and disclose personal information about you in order to: (1) protect the legal rights, privacy, or safety of LastPass or its employees, agents, and contractors; (2) protect the safety and security of visitors to our web sites or other properties; (3) protect against fraud or other illegal activity or for risk-management purposes; (4) respond to valid inquiries or requests from government or public authorities or auditors who have appropriate jurisdiction; (5) permit us to pursue available remedies or limit the damages that we may sustain; and (6) comply with any applicable law, rule, regulation, or legal, judicial, or administrative process.

LastPass also may transfer any and all information that we collect about you to third parties in the event of any merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of LastPass's assets or stock (including without limitation in connection with any bankruptcy or similar proceedings).

Data Retention

We are required to retain information relating to candidates applying for jobs within the United States. If there is no activity in relation to the personal information, we may request or take steps to have it removed from the database, subject to any data-retention obligations and policies of LastPass or its third-party service providers, as well as any applicable legal or regulatory obligations, or for the period of time permitted by applicable law, rule, or regulation. Please note that LastPass may delete personal information about you at any time (including your CV/résumé), without any reason. Therefore, we recommend that you please retain your own copies of all personal information provided to us.

Passive Information Collection: Cookies and Similar Technology

LastPass and its service providers may use "cookies" and similar technologies on the Careers Site(s). In general, cookies are data that a web server transfers to an individual's computer for recordkeeping purposes. We use cookies and other technologies to facilitate your ongoing access to and use of our Careers Site(s). If you do not want information collected using cookies, there is a simple procedure in most browsers that allows you to automatically decline cookies, or to selectively decline or accept the transfer of a particular cookie, or cookies from a particular web site, to your computer. However, if you do not accept these cookies, you may experience some inconvenience when navigating our Careers Site(s).

Access, Correction, and Deletion

If you choose to register on any Career Site(s), you may access, review, change, and delete some of the personal information collected about you and stored on the Careers Site(s) by logging into the Careers Site(s) and choosing to update your account information. The updated profile will be used as the default the next time you apply for a job using your account online. To change personal information that you already have submitted for consideration for a specific position, please resubmit your application to update personal information about you that is associated with that job application. We encourage you to promptly update your personal information if it changes or is inaccurate.

If you have any questions or concerns about how we otherwise process personal information, please contact us at privacy@lastpass.com. You may access, modify, request deletion or object to the use of personal information as permitted by applicable law. Please contact us at privacy@lastpass.com with any such requests. Please note that certain personal information may be exempt from such access, correction, or objection rights pursuant to applicable data-protection laws.

Security

We have implemented technical and organizational measures designed to safeguard the personal information transmitted between visitors and the Careers Site(s), as well as the personal information stored on our servers. Unfortunately, no method of transmitting or storing data can be guaranteed to be 100% secure. Do not send us any sensitive information via email. It is solely your responsibility to use the appropriate level of care whenever communicating with us.

If you have reason to believe that your interaction with us is no longer secure (for example, you feel that the security of any account you might have with us has been compromised), you must immediately notify us of the problem by contacting us at privacy@lastpass.com.

LastPass hereby disclaims and excludes, as far as permitted by applicable law, any and all liability for itself and its affiliated companies and service providers for any of your information (including personal information) sent to the Careers Site(s) that is lost, misused, illegally accessed, disclosed, altered, destroyed, or not integrally or timely delivered to the Careers Site(s).

Links to Other Websites

The Careers Site(s) may contain links to other third-party websites. The operators of those other websites may collect information about you, through cookies or other technologies. If you access a link to another website, you will leave the Careers Site(s) and this Notice will not apply to your use of and activity on those other websites.

If you provide personal information through any other such site, your transaction will occur on that website (not the LastPass Careers Site(s)) and the personal information you provide will be collected by, and controlled by the privacy policies of, that website operator. Links on the Careers Site(s) to other websites are provided only as a convenience, and the inclusion of such links does not imply our endorsement of the linked website. We encourage you to read the legal notices posted on those websites, including their privacy policies. We have no responsibility or liability for your visitation to, and the data collection and use practices of, any other websites.

Diversity

LastPass is an equal opportunity employer, which means we offer equal treatment to all applicants. LastPass does not discriminate, either directly or indirectly, on the grounds of sex, sexual orientation, trans-sexuality, race, ethnic origin, religion, belief, disability, marital status, creed, nationality, national origin, color, and/or age in any area of recruitment. In some instances, we may ask for information on the ethnic origin, gender, and disability of our applicants for the purpose of monitoring equal opportunity. If you have a disability and would like to indicate as part of your application any relevant effects of your disability and any adjustment or accommodation that you consider should reasonably be made to assist your application, please do so in the relevant field during the application process.

To the extent any personal information you provide contains details of your racial or ethnic origin; political opinions or beliefs; religious beliefs; membership in a trade union or political party; physical or mental health or condition; sexual orientation; commission (or alleged commission) of an offence or related proceedings; job evaluations or educational records; you expressly authorize LastPass and its employees, agents, consultants, and third-party service providers, to handle such details for the purposes of your job application.

Law Applicable to Job Application

This Careers Site(s) allows you to apply for jobs based in other jurisdictions. Unless required otherwise by applicable law, jobs posted on the Careers Site(s) will be governed by the laws of the United States and the State where the job is located. By applying for a job through the Careers Site(s), you accept that the laws of the United States and the State where the job is located shall apply to any and all information collected relating to the job application.

Children and Minors

The Careers Site(s) is not intended for children and minors under the age of 18, and LastPass does not knowingly collect personal or other information from any persons under the age of 18.

Changes to This Notice

We reserve the right to amend this Notice at any time without notice in order to address future developments at LastPass, the Careers Site(s), LastPass's third-party service providers, or changes in applicable industry or legal trends. We will post the revised Notice on the Careers Site(s) or may announce the change on the home page of the Careers Site(s). You can determine when the Notice was revised by referring to the "Last Updated" legend on the top of this Notice. Any changes will become effective upon the posting of the revised Notice on the Careers Site(s). Following any such changes, by continuing to use the Careers Site(s) or submitting any information in writing or electronically you will be deemed to have agreed to all such changes. If you do not agree with the terms of this Notice, in whole or part, you can choose not to use the Careers Site(s).

Contact Us

If you have any questions, please feel free to contact us at privacy@lastpass.com.