



EU APPLICANT AND CANDIDATE PRIVACY POLICY

Last Updated: January 1, 2020

As part of the application and recruitment process, Riverbed Technology, Inc., its subsidiaries and its affiliates (“**Riverbed**”, “**we**”, “**us**” and “**our**”) collect and process personal data relating to job applicants and candidates that are residents of the EU.

This EU Applicant and Candidate Privacy Policy (“**Policy**”) explains:

- What personal data we collect during our application and recruitment process and why we collect it;
- How we use that personal data; and
- How to access and update that personal data.

Please note that in order to carry out the processing activities specified in this Policy, Riverbed relies on your consent. You may withdraw your consent at any time, without affecting the lawfulness of process based thereon before its withdrawal.

1 Types of Personal Data Riverbed Collects

This Policy covers the personal data you share with us and/or which may be acquired or produced by Riverbed during the application or recruitment process including:

- Your name, address, email address, telephone number and other contact information;
- 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;
- Information from interviews and phone-screenings you may have, if any;
- Details of the type of employment you are or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, willingness to relocate, or other job preferences;
- Details of how you heard about the position you are applying for;
- Any sensitive and/or demographic information obtained during the application or recruitment process such as gender, information about your citizenship and/or nationality, medical or health information, your racial or ethnic origin and/or marital status and/or dependents;
- Reference information and/or information received from background checks (where applicable), including information provided by third parties; and/or
- Information relating to any previous applications you may have made to Riverbed and/or any previous employment history with Riverbed.

2 How Riverbed Uses Personal Data We Collect

Your personal data will be used by Riverbed for the purposes of carrying out its application, recruitment and hiring process which includes:



- Assessing your skills, qualifications and interests against our career opportunities;
- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a job;
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at Riverbed;
- Creating and/or submitting reports as required under any local laws and/or regulations, where applicable;
- Obtaining an immigration visa or work permit, if applicable
- Complying with applicable laws, regulations, legal processes or enforceable governmental requests.

We will also use your personal data to protect the rights and property of Riverbed, our users, applicants, candidates, employees or the public as required or permitted by law.

3 Who May Have Access To Your Personal Data

- Your personal data may be shared with our affiliates or subsidiaries in the U.S. and in other jurisdictions. If you have been referred for a job at Riverbed by a current Riverbed employee, with your consent, we may inform that employee about the progress of your application and let the Riverbed employee know the outcome of the process.
- Riverbed may also use service providers acting on Riverbed's behalf to perform some of the services described above (including for the purposes of the verification / background checks if your application is successful and we make you an offer of employment). These service providers may be located outside the country in which you live or the country where the position you have applied for is located.
- Riverbed may sometimes be required to disclose your personal data to external third parties such as to local labor authorities, courts and tribunals, regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process.
- We will also share your personal data with third parties if we have your consent, or to detect, prevent or otherwise address fraud, security or technical issues, or to protect against harm to the rights, property or safety of Riverbed, our customers, applicants, candidates, employees or the public or as otherwise required by law.
- It is your responsibility to obtain consent from your references before providing their personal data to Riverbed.

4 Accessing and Managing Personal Data

As a data subject, you may send a request to access, correct, amend or delete inaccurate personal data by submitting a request [here](#). Riverbed will review your request in accordance with applicable law. Please note that with respect to deletion requests, Riverbed may be required (by law or otherwise) to retain such data and not delete it.



5 Transfer, Processing and Storage of Personal Data

Riverbed is a global company, which means your information may be stored and processed outside of the country or region where it was originally collected. Personal data collected by Riverbed may be stored and processed in the United States or anywhere Riverbed or its affiliates, subsidiaries or service providers maintain facilities. Riverbed transfers personal data from the European Economic Area and Switzerland to other countries globally. When we do so, we use a variety of lawful transfer mechanisms, including contracts, to comply with applicable law.

6 Security of Personal Data

The security of your personal data is important to Riverbed. Riverbed has internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

7 Retention of Personal Data

If your application for employment is unsuccessful, Riverbed will retain your personal data on file for twelve (12) months after the end of the relevant recruitment process, unless you agree for that information to remain on file for a future selection process.

If you are offered and accept employment with Riverbed, the personal data collected during the application and recruitment process will become part of your employment record.

8 What If You Do Not Provide Personal Data?

You are under no statutory or contractual obligation to provide information to Riverbed during the application and recruitment process. However, if you do not provide the information, Riverbed may not be able to process your application properly or at all.

9 Updates

Riverbed may update this Policy from time to time. We will post any changes to this policy on this page. Each version of this Policy is identified at the top of the page by its "Last Revised" date.

10 Contacting Riverbed

To exercise your Data Subject Rights regarding your Personal Data, please submit a request [here](#).

Questions regarding this Policy and Riverbed's privacy practices can be directed to Riverbed's Privacy Team by emailing rvbd-privacy@riverbed.com.

Riverbed is committed to working with you to appropriately resolve privacy-related complaints and concerns. If, however, you believe that we have not been able to assist with your privacy-related complaint or concern, and you are an EEA resident, you have the right to lodge a complaint with the competent supervisory authority.