

Applicant Privacy Notice

Effective Date: May 5, 2021

Scope

This Privacy Notice applies to all job candidates who apply for one or more Mozilla positions. If the job candidate is offered employment, the Mozilla Employee Privacy Notice or Mozilla Foundation Privacy Notice will then apply.

Overview

We recognize that you are aware of and care about your own personal privacy interests, and we take our responsibility to care for your information seriously. This Privacy Notice describes Mozilla's policies and practices regarding its collection and use of your personal data, and your privacy rights.

In this Privacy Notice the terms "Mozilla", "we", "us", and "our" refers to the Mozilla Corporation and its parents and subsidiaries globally. Each legal entity of the Mozilla group is responsible as data controller for the processing of personal information relating to its own employees.

Mozilla has its headquarters in the United States. We directly collect information from you and process it in the United States.

Defining Personal Information

For the purposes of this Privacy Notice, personal information means any information that:

1. Directly identifies you, or
2. Can be used in combination with other information to identify you.

Security & Data Protection

To help protect the privacy of personal data in our care, Mozilla maintains reasonable and appropriate administrative, physical, and electronic safeguards. We restrict access to your personal data to those who need to know (such as the human resources organization and hiring managers). We train employees about the importance of confidentiality and keeping your information private and secure. We contractually require our service providers to use appropriate measures to protect the confidentiality and security of your personal information. In addition, when we share personal information with third parties with whom we are contractually engaged, we require them to use the information only in a manner necessary to provide the service(s) and include data protection obligations consistent with this Privacy Notice and applicable law.

Data Integrity & Purpose Limitation

We endeavor to ensure the personal information we process is current, accurate, and complete so that we can process it reliably. You can always correct your personal information to help assure the integrity and accuracy of the information you provide us.

Mozilla will not use your personal information for any purpose that is incompatible with this Privacy Notice unless:

- It is required by law;
- Separately authorized by you; or
- Is in your own vital interest (e.g. in the case of a medical emergency).

Your Personal Information - Why, How, What, and Who

Why Does Mozilla Need This Information?

Mozilla collects and processes your data for the following reasons:

1. It is necessary to enter or potentially enter into a contract with us. Either you have asked for something to be done so you can enter into an employment contract with us (such as a job application) or it is necessary for actually entering into an employment contract with you.
2. The processing is necessary under a legal obligation (e.g.: voluntary collection of gender identification data in California).
3. The processing is necessary to protect your vital interests (see Data Integrity & Purpose Limitation above).
4. Mozilla's legitimate interests, including improving the diversity and inclusivity of our applicant pipeline and tracking our efforts towards our Diversity and Inclusion initiatives.

With the exception of certain information that is necessary to fulfill our contractual or legal obligations, your decision to provide personal information is voluntary. If you choose not to provide certain information, we may not be able to process your job application.

How Does Mozilla Collect this Information?

Generally, we collect personal information directly from you (such as during the application process). However, in some instances, the personal information we collect has been inferred about you based on other information you provide us, through your working relationship with Mozilla, or from third parties (e.g. LinkedIn).

When we collect your personal information from third parties and not from you, it is because:

- You've given us express consent to do so; or
- Your consent is clearly implied by your actions (e.g., you use a third-party employee service available to you through Mozilla); or
- You provided explicit or implied consent to a third party to share the information with us

(e.g., employment search firm, temporary agencies, public social networks, etc.)

What Personal Information Do We Collect?

We collect and process different types of personal information about you in accordance with applicable law. Typical information, which may depend on your location, includes:

Human Resources Data

- 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, including information from references.
- Name, gender and/or sex, home address and telephone number, and date of birth.
- Residency and work permit status, military status, nationality, citizenship, veteran status, disability status, language, and passport information.
- Social security or other taxpayer/government identification number.
- Payroll/wage expectations.
- Date of hire, work history, technical skills, educational background, professional certifications and registrations, and required skills to complete the essential functions of the position.

What Do We Do With Your Personal Information?

Mozilla uses your personal information in order to manage all aspects of your potential employment relationship with us. The types of activities include:

Managing Workforce

This means evaluating and selecting the workforce (which may require verification of work authorization before the job candidate receives an offer). In the case of a successful candidacy, the relevant employee privacy notice will apply.

Compliance Functions

This means complying with legal and other requirements.

This generally includes judicial or administrative orders regarding individuals (e.g. garnishments, child support payment), conflict of interest reporting, audits and risk management, immigration visa or work permit applications, employment and tax law, compliance with government inspections, reporting, and other requests from government or other public authorities, responding to legal process such as subpoenas, pursuing legal rights and remedies, defending litigation and complying with internal initiatives, policies and procedures.

Who Do We Share Your Information With?

Your personal information will be shared with Human Resources, hiring managers and Mozilla staff who may participate in the interview and offer process. If voluntarily provided by you, demographic data will be aggregated and shared with our Diversity & Inclusion team for

public reporting. If you accept a position, we may also share this information with WorkPlace Resources, IT, End User Services, Benefits, Compliance and Legal.

The types of unaffiliated third parties we may share your information with are:

Service Providers

These are companies who provide products or services to Mozilla.

This typically includes services such as payroll, pension schemes, benefits providers, human resources services, performance and engagement management, IT systems suppliers and support, third parties assisting with equity compensation programs, medical or health practitioners, trade bodies and associations, and other service providers.

Professional Advisors

These are professionals who provide expert guidance and advice to Mozilla in all of the countries where Mozilla operates. Professional advisors generally include bankers, attorneys, accountants, auditors, lawyers, and insurers.

Public and Governmental Authorities

These are entities that regulate or have jurisdiction over Mozilla. These entities include regulatory authorities, law enforcement, public bodies, and judicial bodies.

Corporate Transactions

We may buy or sell businesses and other assets. In such transactions, employee information is generally one of the transferred business assets. We reserve the right to include your personal information as an asset in any such transfer. Also, in the event that we, or substantially all of our assets, are required, your personal information may be one of the transferred assets.

Your Rights

Please keep your personal information up to date and inform us of any significant changes to your personal information.

You can access, correct, or delete personal information as described below. Your ability to access, correct or delete personal information is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous.

Accessing Your Personal Information

You can access your personal information via your Greenhouse job post.

If there is personal data you want to review, verify or correct that is outside Greenhouse but is in Mozilla's control, please contact compliance@mozilla.com to request the revision or correction.

Correcting Your Personal Information

If you believe your personal information is incorrect, incomplete, or outdated, you can usually correct that information via your job post in Greenhouse. If the information is in a system that does not provide you direct access, you may request the revision or correction of that information by contacting compliance@mozilla.com.

If it is determined that personal information is inaccurate, incomplete or outdated, Mozilla will revise it. If necessary, we will also inform agents, service providers or other third parties who may have also have this information so records in their possession may be corrected or updated. We reserve the right not to change any personal information Mozilla considers accurate.

Deleting Your Personal Information

You can request we delete the personal information that Mozilla holds about you. Contact compliance@mozilla.com for help with these requests. Please state that you are a job applicant.

Any request by you to delete your personal information will not result in deletion of any information submitted directly by you to a third-party provider (e.g., placement firms etc.) If you require the third-party to delete any of your personal information, you must contact the third party directly to request such deletion.

Objecting to or requesting the restriction of Processing

You can object to, or request the restriction of, the processing of your personal data that Mozilla uses for its legitimate interest. Contact compliance@mozilla.com for help with these requests.

Data Portability

You can move, copy, or transmit personal data you provided to Mozilla for processing related to our performance of your employment application. Contact compliance@mozilla.com for help with these requests.

Third Party Services

As noted above, Mozilla uses unaffiliated third party service providers to perform services on our behalf, such as Greenhouse for applicant data and HackerRank for code challenges. The use of these services or websites are governed by the vendor's privacy policies. To learn more about how data is handled by the application or service provider, please read the applicable privacy policy for [Greenhouse](#) and [HackerRank](#).

Resolving Concerns/Questions/Contacts

If you have any questions or concerns regarding the handling of your personal information, please contact your recruiter. Alternatively, you may report complaints or concerns to Mozilla at compliance@mozilla.com.

Europeans who believe a privacy complaint is unresolved have the right to lodge a complaint with Marshall Erwin merwin@mozilla.com (Mozilla's German Data Protection Officer), or the supervisory authority of their Member State.

Changes to Privacy Notice

We may change this Privacy Notice at any time. The effective date of each version of this Privacy Notice is identified above.