**Job Candidate Privacy Notice**

**Upon request, this Notice is available in alternative formats, such as large print, braille, or audio. Please contact Rona Richman (rona@monday.com), and an alternative format will be provided to you so you can access the information in this Notice.**

This Job Candidate Privacy Notice describes what personal data we, monday.com Ltd. and our affiliated companies ("**monday.com**", "**we**", "**our**" or "**us**"), collect and process regarding our job candidates and applicants (“**Candidates**”, “**you**” or “**your**”) with respect to Candidates’ job application and our recruitment process, why we collect it and how we use it. It also describes how Candidates may exercise their rights to such data held with us.

**We strongly urge you to read this notice and make sure that you fully understand and agree to it. If you do not agree to this notice, please avoid providing us with your data.**

You are not legally required to provide us with any personal data, but without it we may not be able to process your application.

1. **What data do we collect, how do we collect it, and how do we use it?**

Throughout the application and recruitment process, you may provide us (or we may otherwise have access to) personal data about you, such as:

1. **Biographical information**, such as name, gender, date of birth, ethnicity, professional history, references, language proficiencies, professional qualifications and registrations, training records, technical skills, education details, military and reserves status, information in your company biography, social media profiles and activity, and your photos;
2. **Contact information**,such as your work and home address, telephone number, email address and social media handles & social media activity;
3. **Identification information**, such as your social security number, government-issued identification information (e.g., driver’s license, passport), photographs, or other similar identifiers;
4. **Performance information**, such as candidate evaluation metrics, interview notes and recordings, performance evaluations and feedback, recommendations;
5. **Information about related persons**, such as your spouse, domestic/civil partner, dependents, beneficiaries and emergency contacts;
6. **Nationality and immigration status,** and other information such as residency and work permit status, that would allow us to verify your employment eligibility;
7. **Recordings and other content**, such as video and voice recordings of calls and meetings you participated in, transcripts of such recordings, and any email correspondence, notes or communications captured through or submitted to the monday.com platform or via other communications methods;
8. **Information needed to evaluate accommodation requests regarding personal preferences, potential disabilities, or health-related conditions**;
9. **General video footage** from monday.com’s CCTV security system;
10. **Health care and medical information**, such as any health information required for us to ensure a safe place of work and comply with government guidelines and public health advice, including to prevent the spread of the disease, as well as results of medical examinations that are required by law;
11. **Other information you provide to us,** such as your feedback and survey responses where you choose to identify yourself.

For the purposes of the California Consumer Privacy Act (“**CCPA**”), specifically in the last 12 months, we have collected the following categories of Personal Information: Identifiers; Professional or Employment-Related Information; Customer Records Information, Audio, Electronic, Visual or Similar Information; and Inferences from Personal Information Collected. We may also require you to submit Sensitive Personal Information (as outlined above).

We use this data to assess your skills, qualifications and overall to verify, consider and process your application and candidacy for any of our positions, and to communicate with you regarding such processes. We may also use it to manage risk and enhance our security and anti-fraud measures, and to create aggregated statistical or inferred data regarding our Candidates, for further development and improvement of our recruitment processes.

In addition, we may use it to act as permitted by, and to comply with, any legal or regulatory requirements. Should we wish to conduct any additional activities that may require the use of your data, we will request your specific consent in advance.

If you reside in a territory governed by privacy laws which determine that "Consent" is the only, or most appropriate legal basis for processing your personal data (e.g. Israel), then your application will be deemed as your consent to the processing of your personal data for all purposes detailed in this Notice. If you wish to revoke such consent, please contact us by email at candidates-privacy@monday.com. In such case, we may not be able to process your application.

We will never sell our Candidates’ personal data (or “share” such data, as such term is defined in the CCPA), regardless of their place of residence.

1. **Where do we store and transfer our Candidates’ data?**

Your personal data will be maintained, processed and stored by monday.com and our service providers in Israel, the European Union (EU), the United Kingdom (UK), the United States of America (US), Australia, Japan, Singapore, and additional locations in which we operate.

While data protection laws in certain jurisdictions may be different than the laws of your residence or location, please know that monday.com, its affiliates and Service Providers (as discussed below) that store or process your personal data on our behalf are each committed to keep it protected and secured, in accordance with this noticeand industry standards, regardless of any lesser legal requirements that may apply in other jurisdictions.

monday.com Ltd. is headquartered in Israel, which is considered by the European Commission and by the UK Government to offer an adequate level of protection for the personal data of EU Member State and UK residents.

monday.com Inc. complies with the EU-US Data Privacy Framework (EU-US DPF), the UK Extension to the EU-US DPF, and the Swiss-US Data Privacy Framework (DPF) as set forth by the US Department of Commerce, and relies on such certification for accepting transfers of personal data from the European Economic Area (EEA), UK and Switzerland to the US (as applicable).

We have certified to the U.S. Department of Commerce that monday.com Inc., adheres to the EU-US Data Privacy Framework Principles (EU-US DPF Principles) with regard to the processing of personal data received from the European Union in reliance on the EU-US DPF, and from the UK (and Gibraltar) in reliance on the UK Extension to the EU-US DPF. We furthermore certify that monday.com, Inc., adheres to the Swiss-US Data Privacy Framework Principles (Swiss-US DPF Principles) with regard to the processing of personal data received from Switzerland in reliance on the Swiss-US DPF. We will remain liable for onward transfers of your personal data to third parties (including our Service Providers) in accordance with applicable data transfer mechanisms. If there is any conflict between the terms in this privacy policy and the EU-US DPF Principles and/or the Swiss-US DPF, the Principles shall govern with respect to personal data transferred under the DPF. To learn more about the DPF program, and to view our certification, please visit <https://www.dataprivacyframework.gov/>.

To the extent we transfer Candidates’ personal data originating in the EEA, UK, or Switzerland to countries that have not been recognized as offering an adequate level of data protection by the relevant competent authority, we rely on appropriate contractual undertakings and data transfer mechanism as established under applicable law, such as the standard contractual clauses adopted by the EU and the UK. If you wish to receive a copy of the standard contractual clauses, please contact us at: candidates-privacy@monday.com.

***Complaints about transfers of personal data from the EU, UK or Switzerland to the US:*** In compliance with the EU-US DPF and the UK Extension to the EU-US DPF, and the Swiss-US DPF, monday.com Inc. commits to cooperate and comply, respectively, with the advice of the panel established by the EU data protection authorities (DPAs) and the UK Information Commissioner’s Office (ICO), and the Swiss Federal Data Protection and Information Commissioner (FDPIC) with regard to unresolved complaints concerning our handling of human resources data received in reliance on the EU-US DPF and the UK Extension to the EU-US DPF, and the Swiss-US DPF in the context of the employment relationship.

Subject to certain conditions (as described under the DPF Principles monday.com Inc. adheres to), you may invoke binding arbitration by delivering a notice to us via candidates-privacy@monday.com. monday.com Inc. is also subject to the investigatory and enforcement powers of the Federal Trade Commission.

1. **How long do we keep your data for?**

We keep your personal data for as long as your candidacy for a position at monday.com is being considered. In addition, we may retain your data even after the position for which you have applied has been filled or closed. We do this so that we can re-consider Candidates for other positions and opportunities at monday.com (subject to their specific consent, where required by law); so we can use a Candidate’s personal data as reference for future applications submitted by them; in case the Candidate is hired, for additional employment and business purposes related to their work; and as reasonably necessary to comply with our legal obligations, to resolve disputes, prevent fraud and abuse, enforce our agreements or otherwise protect our legitimate interests, all in accordance with our internal data retention policy.

Please note that except as required by applicable law, we will not be obligated to retain your personal data for any particular period, and we are free to securely delete it for any reason and at any time, with or without notice to you. If you have any questions about our data retention policy, please contact us by email at candidates-privacy@monday.com.

1. **How will we secure your data?**

monday.com has implemented physical, procedural and technical security measures designed to protect the personal data of our Candidates. We also regularly seek new ways and tools for further enhancing the security of our system and the integrity of the personal data that we hold. Please note however, that regardless of the measures we take and the efforts we make, we cannot and do not guarantee the absolute protection and security of any personal data stored with us. To learn more, please visit our [Trust Center](https://monday.com/trustcenter/).

1. **Who will have access to your data?**

monday.com will disclose your personal data to a number of selected service providers, whose services and solutions complement, facilitate and enhance our own. These include any recruitment firms that have referred you to us (or vice versa), candidate evaluation services, background checks providers, recruitment software platforms, call and video conferencing tools, data and cyber security services, web analytics, data hosting, user engagement services, and our business, legal, compliance and financial advisors (collectively, "**Service Providers**"). Such Service Providers may receive or otherwise have limited access to our Candidates’ personal data, depending on each of their particular roles and purposes in facilitating and enhancing our recruitment process, and may only use it for such purposes.

Additionally, we may disclose or otherwise allow access to any Candidates’ personal data pursuant to a legal request, such as a subpoena, search warrant or court order, in response to lawful requests by public authorities, including to meet national security or law enforcement requirements, or in compliance with applicable laws, with or without notice to you, if we have a good faith belief that we are legally required to do so, or that disclosure is appropriate in connection with efforts to investigate, prevent, or take action regarding actual or suspected illegal activity, fraud or other wrongdoing. We may also disclose your personal data to others, with or without notice to you, if we believe in good faith that this will help protect the rights, property or personal safety of monday.com, any of our customers or employees, or any member of the general public.

Furthermore, we may disclose personal data internally within our family of companies, for the purposes described above. In addition, should monday.com undergo any change in control or ownership, including by means of merger, acquisition or purchase of any or all of its assets, your personal data may be disclosed to the parties involved in such event.

Finally, if prior to submitting your job application or during your recruitment process you have visited our website or otherwise contacted with us, there might be additional cases in which your personal data has, or will be disclosed. To learn more, please visit our general [Privacy Policy](https://monday.com/terms/privacy).

For the purposes of the CCPA, in the past 12 months, we may have disclosed Identifiers; Professional or Employment-Related Information; Customer Records Information, Audio, Electronic, Visual or Similar Information; Inferences from Personal Information Collected; and Sensitive Personal Information to the above-mentioned third parties. We do not use or disclose Sensitive Personal Information outside of the purposes allowed by the CCPA.

1. **Which tracking technologies do we use?**

monday.com uses certain monitoring and tracking technologies, such as cookies and other downloaded data files, including ones offered by our Service Providers. These technologies are used to maintain, provide and improve our processes and operations on an ongoing basis, and in order to provide a better experience to our website visitors and Candidates. For example, these technologies enable us to better secure our website and services and detect abnormal behaviors, to identify technical issues, and to monitor and improve the overall performance of our services and processes. These cookies and similar files or tags may also be temporarily placed on your device. Certain cookies and other technologies serve to recall personal data, such as an IP address, previously indicated by you.

Please note that we do not change our practices in response to a "Do Not Track" signal in the HTTP header from a browser or mobile application. However, most browsers allow you to control cookies, including whether or not to accept them and how to remove them. You may set most browsers to notify you if you receive a cookie, or to block or remove cookies altogether.

To learn more about our practices concerning tracking technologies, please see our [Cookie Policy](https://monday.com/terms/cookie-policy).

1. **How can you exercise your rights in relation to your data?**

If you wish to exercise your rights under any applicable law (including the EU or UK General Data Protection Regulation (GDPR), Swiss Federal Data Protection Act, CCPA or Israeli Protection of Privacy Law), for example, to know/request access to your personal data, categories of personal data collected; categories of sources from whom the personal data was collected; purpose of collecting personal data; categories of third parties with whom we have shared personal data), to correct it, to delete it or to port it, or to restrict or object to its processing, or the right to equal services and prices (e.g., freedom from discrimination) (each to the extent available to you under the laws which apply to you), please send us an e-mail to candidates-privacy@monday.com.

Please note that we may require additional information, including certain personal data, to authenticate and validate your identity and process your request. Such additional data will be then retained by us for legal purposes (e.g. as proof of the identity of the person submitting the request), in accordance with Section 3 above. Please also note that such rights are not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all the personal data that we hold about you. If we cannot accommodate your request, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

You may designate an authorized agent, in writing or through a power of attorney, to request to exercise your privacy rights on your behalf. The authorized agent may submit a request to exercise these rights by emailing us.

1. **Data Controller/Processor**

Certain data protection laws and regulations, such as the EU or UK GDPR or CCPA, typically distinguish between two main roles for parties processing personal data: the “Data Controller” (or under the CCPA, the “business”), who determines the purposes and means of processing; and the “Data Processor” (or under the CCPA, the “service provider”), who processes the data on behalf of the Data Controller.

monday.com is typically the “Data Controller” of its candidates’ and employees’ personal data, and assumes the responsibilities of Data Controller under applicable law and as set forth in this Privacy Notice. In such instances, our Service Providers processing such data will assume the role of “Data Processor”.

1. **Will this notice be updated?**

We may update this notice to reflect changes in our privacy practices. If we make any changes that we deem as "material" and affect how your data may be processed, we will notify you (via any of the communication means you provided us with) prior to the change becoming effective. The updated Privacy Notice will be effective as of the time of posting, or such later date as may be specified in the updated Privacy Notice.

1. **What if you have any questions?**

If you have any questions regarding this notice, our data practices or the security of our services or job application processes, please feel free to contact us at: candidates-privacy@monday.com.

**Data Protection Officer**: monday.com has appointed privacy veteran Aner Rabinovitz as our Data Protection Officer, for monitoring and advising on monday.com’s ongoing privacy compliance and serving as a point of contact on privacy matters for data subjects and supervisory authorities. If you have any comments or questions regarding our Privacy Policy, if you have any concerns regarding your privacy, or if you wish to make a complaint about how your personal data is being processed by monday.com, you can contact support@monday.com or our DPO at candidates-privacy@monday.com.

Last updated: December 2023