

## Recruitment - Privacy Notice

December 20, 2024

Hewlett Packard Enterprise Company and its group entities (“HPE” or “We”) will process your personal information in accordance with this Privacy Notice when you apply for roles or when you visit our global Careers website. This Privacy Notice provides information about how and why we collect and use your personal information.

### Personal Data Collected and Processed

We may collect and process the following types of personal data, including sensitive personal data, from you:

- **Personal Information** – such as name, address, telephone number(s), personal email address and contact details, social media profile, country of residence, citizenship, gender, ethnicity (where the collection and processing is permissible or required by law), and information of potential or actual conflicts of interest with HPE.
- **Hiring Related Information** – such as Curriculum Vitae (CV) (which may include sensitive personal data you have included in your CV), education, former employment and career history, academic and professional qualifications, certificates, and professional affiliations.
- **Job Related Information** – such as employment status, entitlement to work, immigration status, work or residency permits and visas.

If you submit contact details attached as a reference with your recruitment application, you are responsible for confirming you have obtained the individual’s consent.

We may also obtain data about you from other sources, such as recruiters, including our recruitment service providers, identity verification providers and publicly available information accessible via the Internet and third-party websites.

HPE may use your personal data for some or all of the following purposes:

- (i) To enable you to create a candidate profile (“**your Profile**”) in our recruitment database;
- (ii) To communicate with you and respond to enquiries submitted to us through the chat bot on our careers web page or other channels;
- (iii) To administer your job application with HPE, including the assessment, screening, and interview process and any subsequent job offer and subsequent actions prior to on-boarding activities;
- (iv) To assess your suitability for a career at HPE against established criteria and the qualifications and experience of other candidates;
- (v) To obtain references;
- (vi) To conduct background screenings;
- (vii) To match your skills and qualifications against current and future job openings at HPE that may be of interest to you;
- (viii) To conduct profiling for compliance with global trade laws (e.g. via HPE’s Global Profiler Questionnaire);
- (ix) To support the analysis and internal reporting of our diversity and inclusion initiatives in relation to recruitment, for example, assessing application and hiring statistics and trends;

- (x) To conduct surveys;
- (xi) For reporting purposes; and
- (xii) For security, internal investigations and incident management purposes

### **Legal Basis for Processing Personal Data**

Except where local laws require specific consent and where this concept is recognized, HPE's legal basis for processing your personal data is when the processing is necessary for HPE's legitimate interests in hiring appropriate talent and maintaining a skilled and diverse workforce to support our business, and compliance with laws. We will provide you with additional information about background screening and obtain your specific consent to conduct background screening where required by law and will explain what we will collect, such as details of professional registrations, sanctions with professional bodies, global trade checks, financial checks or criminal convictions.

### **Automated Processing of Personal Data**

The processing of job applicant and candidate data by HPE includes both manual and automated methods of processing, including through the use of artificial intelligence.

In the event we use solely automated means for decision-making or to conduct profiling, you may have the right to request to receive information regarding the criteria and procedures used in the automated decision, to request to query the decision and insights, and the right to request a review by a human. To exercise these rights, please see "Your Rights in Relation to Your Personal Data" below. For certain processes, we may provide you with supplemental notice and additional choices.

### **How We Share Personal Data**

We will share your personal data within the HPE group of entities where necessary for the purposes outlined above and in accordance with applicable laws.

We may share your personal data outside the HPE group of entities with:

**Government authorities and/or law enforcement officials** on receipt of an appropriately authorized request or if required to protect HPE's legitimate interests.

**Service Providers.** HPE retains service providers, such as recruitment service providers), human capital management software providers, CRM platform providers, IT service providers, consultants, auditors and legal advisors. These and other service providers may be given access to your personal data to provide these services. All HPE suppliers and partners are required to enter into contracts with HPE that include privacy and security terms to ensure the appropriate use and protection of personal data.

**Other companies and their professional advisors.** In the event we consider or decide to sell, buy, merge, reorganise or outsource all or part of the business, we may need to disclose certain information about you to these companies to facilitate or effect the transaction. We seek appropriate contractual protections from the prospective buyers or sellers in these situations and may also seek your consent where relevant and appropriate.

### **Categories of Personal Data Shared**

**Personal Information** – such as name, address, telephone number(s), personal email address and contact details, social media profile, country of residence, citizenship, gender, ethnicity (where the collection and processing is permissible or required by law), and information of potential or actual conflicts of interest with HPE.

**Hiring Related Information** – such as Curriculum Vitae (CV) (which may include sensitive personal data you have included in your CV), education, former employment and career history, academic and professional qualifications, certificates, and professional affiliations.

**Job Related Information** – such as employment status, entitlement to work, immigration status, work or residency permits and visas.

### **How We Transfer Personal Data Internationally**

**Transfers within the HPE group of entities.** Your personal data will be transferred to our US based systems and will be transferred internationally to other members of the HPE group as necessary to manage the recruitment process.

HPE has an intra-company agreement on the transfer and processing of personal data within the HPE group of entities. This agreement forms the basis of HPE's Binding Corporate Rules for Controller (**BCR-C**) which have been approved by Data Protection Regulators in Europe and certain other countries. The BCR-C allows HPE to ensure that personal data which is transferred and processed by HPE entities outside of Europe is adequately protected in accordance with applicable data protection laws. If you would like to learn more about our BCRs, please [click here](#).

**Transfers to outside the HPE group of entities.** In the case of transfers of your personal data outside the HPE group of entities to partners in varying jurisdictions, HPE will take appropriate safeguards such as conducting a data privacy impact assessment, entering into a Standard Contractual Clauses arrangement or other equivalent data transfer mechanisms approved by the relevant data protection authority, approved codes of conduct or certification mechanisms or other binding and enforceable commitments of the partner. A copy of the relevant mechanism can be provided to you on request by contacting us through our web form.

### **Security of your personal data**

HPE takes seriously the trust you place in us to protect your personal data. In order to protect your personal data from loss, or unauthorized use, access or disclosure, HPE utilizes physical, technical, and administrative procedures to safeguard the information we collect and process. All systems used to support HPE's business are governed by HPE's corporate Cyber Security policies.

## How Long We Keep Personal Data

HPE retains your personal data for as long as is reasonably necessary for the purposes outlined above or for the necessary periods required by local laws.

If there has been no activity in relation to your Profile within one (1) year of your most recent application, it will be deleted from our resume database unless HPE is required to keep the data for longer to comply with legal or regulatory obligations. Please note that if you have applied for a US position and if global trade compliance restrictions apply, your information will be retained for a longer period in an “inactive” status as required by US or global trade law.

## How to Update, Amend or Delete your Profile

Once you have submitted your application, you are unable to make changes to it without the help of a recruiter or recruiting operations. If you would like to make amendments or delete your Profile and application(s) from our resume database, please send a request through our [web form](#) with details of the application and your contact details. We will confirm directly with you when your details are removed. We may contact you if we need additional information to process your request or validate your identity. This applies to candidates and applicants in all geographies.

If you delete your Profile, doing so may withdraw your applications from any job positions to which you have applied and may remove your profile and associated information from the database. If you have applied to a US position and if Global Trade compliance restrictions are applicable, your candidate information will be retained for a longer period of time in an "inactive" status as required by applicable law.

## Additional Information

We respect the rights individuals have in relation to their personal data under various laws. Depending on which data protection laws which may apply to you, this information on how to exercise your rights may be relevant and applicable to you.

**Data controllers.** Companies from the HPE group of entities may act as data controllers in relation to processing of your personal data. You can find the up-to-date list of the HPE group of entities by clicking [here](#). If you would like to receive more information about which HPE entity acts as data controller for your personal data, please contact the HPE Privacy Office by sending an email through our [web form](#).

**Chief Privacy Officer.** HPE has appointed a Chief Privacy Officer (CPO) who also acts as the local Data Protection Officer (DPO) in many of the countries we operate in. We have local Data Protection

Officers in Germany and South Africa. You can contact the CPO/DPO by sending an email through the [form on our website](#) or in writing to:

Hewlett Packard Enterprise  
Office of Legal & Administrative Affairs – ATTENTION PRIVACY OFFICE  
1701 E Mossy Oaks Rd  
Spring, TX 77389

## Your Rights in Relation to Your Personal Data

Depending on which data protection laws may apply to you, you may have the right to request to:

- Confirm the existence of processing, or access copies of or information about the personal data which HPE processes about you;
- Rectify your personal data if it is inaccurate, outdated, or incomplete;
- Delete or anonymise your personal data unless an exception applies. For instance, we may need to keep your personal data to comply with legal obligations;
- Restrict the processing of your personal data, in certain circumstances. For instance, if you contest accuracy of the personal data we process about you, you may request that we restrict processing of it for the time we need to verify the accuracy of your personal data;
- Data portability, in certain circumstances;
- Object to the processing of your personal data, in certain circumstances;
- Obtain information about the entities with which HPE has shared your personal data;
- Withdraw consent to the processing of your personal data;
- Restrict the disclosure of your personal data to third parties, in certain circumstances;
- Exercise any other rights prescribed in local law.

These rights may be limited in some situations, such as where HPE can demonstrate that HPE has a legal requirement or legitimate interest to process your personal data or can legitimately apply an exemption to your exercise of a right under applicable law. HPE will not discriminate against you for exercising any of your rights permitted by law.

For more details on these rights and on how to exercise your rights, please contact the HPE Privacy Office by submitting a request through the web form. To protect your privacy and security, we will take reasonable steps to verify your identity before processing your request.

**Complaint with a supervisory authority.** If you consider that the processing of your personal data infringes applicable data protection laws, you may have a right to lodge a complaint with a supervisory authority in the country where you live, or work, or where you consider that data protection rules have been breached.

**Your rights under HPE Binding Corporate Rules (“BCR”).** You may have additional rights under our BCRs in Europe and other countries that have approved our BCRs. For example, as a third-party beneficiary, where you believe your personal data has been transferred and processed in breach of the BCRs, you may have a right to:

- Lodge a complaint with the HPE entity which transferred your personal data;
- Lodge a complaint with a supervisory authority located in the same country as the HPE company which transferred your data;
- Bring a court action against the HPE Company which transferred your personal data.

For further information, please visit the HPE BCR web page available [here](#).

### **California and Other U.S. Residents**

Please refer to our US Privacy Addendum available [here](#).

### **How To Contact Us.**

If you have any questions about this notice or the processing of your personal data, please contact the HPE Privacy Office by sending an email through our web form. You may also contact us by mail at the appropriate address listed within our Privacy Statement. If you have unresolved concerns, you also have the right to complain to data protection authorities in the country where you live or where you consider that data protection rules have been breached.