

## Global Privacy Notice for Job Applicants

Dell Technologies Inc., its subsidiaries and affiliates (as identified to you during your application process), (“Dell,” “we,” or “us”) is the company that is recruiting for the job vacancy for which you are applying. We are providing you with this Global Privacy Notice for Job Applicants (“Privacy Notice”) to describe how Dell, collects, processes, transfers, and safeguards your Personal Data when you (“Job Applicant”) apply for a job with Dell. Personal Data, sometimes referred to as Personal Information or Personally Identifiable Information, means any data or information that relates to an identified or identifiable individual or that Dell can link to an identified or identifiable individual. Personal Data may be in any form, including paper, electronic, audio, or video.

This Privacy Notice is global and applies to all Dell Job Applicants but is subject to any local laws or regulations in your jurisdiction. If you live in one of the countries or regions that are subject to a dedicated section of this Privacy Notice, as linked to below, you should review this Privacy Notice along with the information in the relevant linked section.

[Brazil Job Applicant Privacy Notice Supplement](#)

[Canada Job Applicant Privacy Notice Supplement](#)

[China Job Applicant Privacy Notice Supplement](#)

[EU and UK Job Applicant Privacy Notice Supplement](#)

[Korea Job Applicant Privacy Notice Supplement](#)

[Panama Job Applicant Privacy Notice Supplement](#)

[US Job Applicant Privacy Notice Supplement](#)

### Personal Data we collect about you

When you apply for a job at Dell, we will ask you to provide us with Personal Data about yourself so we can evaluate your application. If this information is not provided, our ability to consider you as a candidate may be limited. You may also provide us with your Personal Data that we have not specifically requested (for example, your CV may contain information about your hobbies and social preferences). All information is provided on a voluntary basis and you determine the extent of information that you provide to Dell.

#### (i) Personal Data.

Dell will collect Personal Data about you from the following categories:

- **Your Name and Contact Details** – such as your full name, street address, email address, cell phone number, WhatsApp number, and contact preferences,
- **Employment details** - such as details of your employment background, including position, work experience, employment references, salary and other compensation requests. You may submit this data in a resume, CV, letters, writing samples, or other written materials. We may collect this data from your LinkedIn profile or your references. We may also receive it from interviewers, recruiters, third-party placement firms, applicant matching platforms, and job-search websites, based on their interactions with you or Internet searches where permitted by applicable law,
- **Background information** – such as your educational background including degrees, certificates,

transcripts, credit history and/or criminal background screenings (where relevant to your application and permitted under applicable law),

- **Photographs, and images/audio/footage** - captured on CCTV or other video systems when visiting Dell offices or captured during recruitment events or video interviews,
- **Financial Information** - such as salary, tax information, benefits, expenses, company allowances, stock and equity grants in connection with your employment background
- **Immigration documentation** – as required by applicable laws,
- **Assessment Data** – data generated by your participation in psychological, technical or behavioral assessments in connection with your application. You will receive more information about the nature of such assessments before your participation in any of them.
- **Dell Website Visit Information** – such as certain technical information from you about your visit to our website using “cookies” and other similar technologies. For more information, please refer to Dell’s online privacy statement on our website, and
- **Any other information in your application or interviews that you choose to share with us** - such as personal preferences, hobbies, social preferences, etc.

**(ii) Sensitive Personal Data.**

Dell does usually not request or require sensitive Personal Data regarding religion, health (including COVID vaccination or testing status), disability, sexual orientation or political affiliation in connection with your application.

If you have a disability and would like us to consider an accommodation, you may provide that information during the recruitment process. To the extent legally permissible, we may collect data about your health or disability where it is relevant to your ability or availability to work or to a workplace accommodation, subject to legal limits on the timing of collection of such data and other applicable limitations.

In specific jurisdictions, we may collect data about race, ethnicity, religion, disability, sexual orientation and gender identity, and/or military/veteran status, for purposes of government reporting where required, as well as to support Dell’s diversity goals, evaluate the effectiveness of our equal opportunity policy and promote diversity best practices. However, for the purposes of your application we do not require applicants to provide this information. If you provide this information, it will not be considered in the hiring or selection process.

To the extent that you provide us with sensitive Personal Data (race, ethnicity, political opinions or beliefs, membership in a trade union or political party, physical or mental health information, sexual orientation or information related to criminal convictions or offences), you expressly authorize Dell to handle such information in accordance with this Privacy Notice.

**Information from third parties**

From time to time, we may obtain information about you from public sources or third parties. For example, we may conduct background screenings through a third-party service provider and verify information that you have in your application that relates to your past education, employment, credit and/or criminal history, as allowed by applicable law. You may also choose to provide us with access to certain Personal Data stored by third parties such as job-related social media sites (for example, LinkedIn). By authorizing Dell to have access to this information, you agree that Dell may collect, store and use this information in accordance with this Privacy Notice.

We may also obtain and share information through our [affiliated companies](#).

## How Dell uses your Personal Data / Purposes of Processing

Dell will use your Personal Data for the following purposes:

- recruitment processes relating to selection and evaluation (including as appropriate and required psychometric testing) and the appointment of job candidates (temporary or permanent) for the job you have applied for and for subsequent job opportunities,
- general HR administration and management (in case you become a Dell employee),
- carrying out satisfaction surveys (for example, to manage and improve the recruitment process,
- application analysis such as verification of your employment reference(s) that you have provided, background checks and related assessments,
- compliance with corporate governance and legal requirements (for example, to monitor diversity requirements), and
- communicating with you and to inform you of current status of your application and future opportunities (unless you have told us that you do not want us to keep your information for such purposes).

## Profiling and automated decision making

Dell may also process your Personal Data in relation to your application for data and statistical analysis. We may deploy specific technologies for purposes of enabling certain global-level recruiting analysis and diversity monitoring with your consent where permitted by applicable law, to comply with legal requirements or in Dell's legitimate interests. Dell does not make any hiring decisions without human involvement.

## With whom will Dell share your Personal Data?

We may provide access to your Personal Data for the purposes described in this Privacy Notice to Dell affiliates or subsidiaries and approved third parties to enable them to perform their assigned tasks and duties consistent with the processing requirements related to your job application. This includes transfer to or access by other Dell-affiliated entities, which may be located in the region of your employment or may be located in other regions where Dell conducts business, including the United States, unless specifically prohibited by applicable laws.

We may also make your Personal Data available to other third parties that provide Dell and its affiliates with products or services, such as background checks ("Service Providers").

When we provide a Service Provider with access to your Personal Data, we will ensure that the Service Provider will comply either with data protection laws applicable to your country or equivalent laws in the Service Provider's jurisdiction provided that those laws provide an equivalent level of protection. We also ensure that Service Providers are bound by appropriate contractual terms or other legal instruments required by applicable law for the protection of your Personal Data.

## Legal basis under which Dell processes your Personal Data

If you are an individual in the European Economic Area ("EEA") or Switzerland our legal basis for our collecting and processing of your Personal Data is as follows:

- Dell's **legitimate interests**, namely the recruitment, selection, evaluation and appointment of new employees and the management and administration of the recruitment and HR process, to the extent these activities do not prejudice or harm your rights and freedoms.

- Compliance with Dell's **legal obligations** where employment law or other laws require the processing of your Personal Data (for example to the extent the law requires the monitoring equality of opportunity and diversity).
- Other legal grounds where applicable such as in your **vital interests** (for example, health and safety reasons if you attend an interview at our site) and agreements with employee representatives (such as Works Councils).

If you have any questions about or need further information concerning the legal basis on which we collect and use your Personal Data, contact us at [privacy@ dell.com](mailto:privacy@ dell.com).

### **Retention**

We retain Personal Data for as long as necessary for us to accomplish the purposes for which the Personal Data was collected and for any retention periods specified by applicable law for the jurisdiction in which your Personal Data is held. Such legally prescribed retention periods may vary by area.

### **International transfers**

We process your Personal Data in the local country where you submitted your application and through our global recruitment platform. This will involve transferring your Personal Data, including Personal Data collected in the European Economic Area ("EEA"), United Kingdom ("UK"), and Switzerland, to the US and other countries. We may host these servers or utilize third party service providers, but in either case we will be responsible for the secure access of Personal Data.

We may transfer your Personal Data to other companies within Dell which are outside your country of residence (and which may have a different level of data protection to your home country, such as Dell Inc. in the United States and Dell in India) for the purposes described in this Privacy Notice. In order to provide adequate protection of your Personal Data, we have in place contractual arrangements (where appropriate) with our group companies which cover these transfers, and we will take reasonable measures to safeguard your information whenever it is transferred. For example, Dell group members have implemented an International Data Transfer Agreement that incorporates the European Commission's Standard Contractual Clauses, that enables group members located in the EEA, UK, and Switzerland to transfer your Personal Data to group members who are located outside of these regions in compliance with applicable data protection laws.

### **Security and Confidentiality**

We maintain (and require our service providers to maintain) appropriate organizational and technical measures designed to protect the security and confidentiality of any Personal Data we process. If you have any questions on the security measures that we use to secure your Personal Data, you may contact us at [privacy@ dell.com](mailto:privacy@ dell.com).

### **Your responsibilities**

You are responsible for the information you provide to Dell and that it is honest, truthful, accurate, and not misleading in any way. If you provide information concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and ensuring your referee consents to Dell collecting and processing that information as described in this Privacy Notice.

## Exercising Your Privacy Rights

Dell is committed to providing its Job Applicants with the ability to exercise their privacy rights in a transparent manner and in accordance with applicable law. You may exercise the following rights with respect to your Personal Data:

**Access** your Personal Data;

**Correct**, or request correction of, inaccurate Personal Data that might be incomplete, inaccurate, or outdated;

**Erase**, or request deletion of, your Personal Data that is no longer needed or subject to certain exceptions under applicable law;

**Request Restriction of Processing** of your Personal Data;

**Request the Portability** of your Personal Data; and

**Withdraw Previously Given Consent.** Withdrawing your consent will not affect the lawfulness of any processing we carried out prior to your withdrawal, nor will it affect the processing of your Personal Data for which we rely on other lawful bases.

If you would like to exercise any of your privacy rights, or if you have any questions about this Privacy Notice, please contact the Privacy Office at [privacy@dell.com](mailto:privacy@dell.com).

If you are not satisfied with the reply to your rights request, local law may provide you with the right to refer your complaint to the relevant supervisory authority in your jurisdiction. The Privacy Office can provide further information upon request.

**Changes to this Privacy Notice** We will only use your Personal Data in the manner described in this Privacy Notice. However, we reserve the right to change the terms of this Privacy Notice at any time by posting revisions to our website. If at any time, we decide to use your Personal Data in a manner that is different from that stated at the time it was collected, you will be given notice.

### Contact Dell

Please contact Dell if you have privacy questions or concerns, or wish to make a complaint by sending an email to [privacy@dell.com](mailto:privacy@dell.com).

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