

EU Employment Applicant Privacy Notice

CenturyLink is committed to ensuring that your personal data is protected and used appropriately. This Privacy Notice explains how CenturyLink will collect, use and store your personal data relating to the talent acquisition and recruitment process, as well as your rights in respect of such personal data.

In this Privacy Notice, “CenturyLink” refers to the CenturyLink company providing the career website, any CenturyLink company to which you are applying for a role, and each of their affiliates, subsidiary, or parent.

What is the kind of personal data we hold about you?

When you create a user account on the CenturyLink careers website, you will be asked for your email address and to create a password. This will enable you to apply for job vacancies via our online portal.

When you apply for a job at CenturyLink, you will be asked to complete an online application and to attach a CV/resume. In addition, during the recruitment and hiring process we may ask you for additional personal data to assist us in evaluating your qualifications and fitness for the position and to process your application.

As part of the recruitment and hiring process, we will collect, use and store a range of information about you, which may include:

- Your name, address and contact details, including postal and email address and telephone number(s);
- CV and Educational/Professional Background Information, including degrees you have earned, schools attended, licenses held, memberships in professional associations, academic record, skills, experience and employment history;
- Information from you obtained during interviews and phone-screenings;
- Where legally permissible, information about your current level of remuneration;
- Government identification numbers and records such as your national identification number or other government-issued identification number;
- Information relating to your entitlement to work in the country where the position reports to work.

We may collect this information directly from you, such as from the application forms or CVs, interviews or from publicly accessible sources, such as LinkedIn. We will seek information directly from third parties such as for background checks, only once a job offer has been made to you. We may also collect some information from you automatically when you use our websites, including data collected using cookies and other device identifying technologies to allow us to improve user experience with our website.

Data will be stored in various places, including on your application record, in our HR management systems and our email system.

What does CenturyLink do with the personal data and why?

We collect and process your personal data to:

- Identify you and create a careers account
- Facilitate and manage the application and recruitment process
- Assess skills, qualifications, and suitability for the role and decide to whom to offer a job
- Carry out background and reference checks, where applicable and legally permissible
- Communicate with you about the recruitment process, in relation to your application or roles we believe you might be interested in, and to respond to your queries and requests
- Keep records related to our hiring processes and to assist in any disputes, claims or investigations, including defending against any legal claims
- Comply with legal or regulatory requirements or obligations, including assessing whether a work permit, visa, or similar document may be necessary for the role
- Allow us to improve the user experience with our website.

Except as specifically requested or legally required, we ask that you avoid submitting information which may qualify as sensitive information under applicable law. CenturyLink may collect and process information about your disability status to consider whether we need to provide a reasonable adjustment for a candidate who has a disability. We will not use this data for any purpose other than the recruitment and hiring process.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

CenturyLink must have a lawful basis to process personal data. In most cases, the lawful basis will be to meet our legitimate interest in processing personal data during the recruitment process to determine the best candidate for the role, for keeping records of the process, and to comply with our legal obligations. When we process personal data, we put in place appropriate security measures to help prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed.

#### Who has access to data?

CenturyLink is a global enterprise headquartered in the United States and comprised of a group of companies operating internationally. We share your personal data with other CenturyLink companies outside the EU and EEA for the purposes outlined in this privacy notice. During the recruitment and hiring process, the information may be shared among various employees or teams involved in the recruitment and hiring process who have a business need-to-know, such as members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

Generally, we will not share your data with third parties, however, we may need to share your personal data with law enforcement agencies, courts, regulators, government authorities or other third party where we believe it is necessary to comply with a legal or regulatory obligation, or to protect our rights or the rights of others. Once your application for employment is successful and an offer of employment is made, we will ask you to share certain information with a third party, or, in limited situations we may provide it, in order to complete the hiring and probationary process.

#### How does CenturyLink protect data?

We take the security of your data very seriously. We have internal policies and controls in place to help protect your data against loss, accidental destruction, misuse or disclosure, and unauthorized access. In addition, we limit access to your personal data to those who have a business need to know. CenturyLink has standard contractual clause contracts in place governing transfers of personal data from the EU and EEA to the United States.

#### How long does CenturyLink retain data?

We keep your personal data only for as long we need to for the reasons given in this privacy notice and for as long as we are required by law or regulatory obligation. We will take reasonable steps to delete your personal data when it is no longer required for these purposes. For example,

the Application Tracking System retains the application information for a period of 6 months from disposition of the application, unless it is otherwise needed for a longer period to exercise or defend any legal claims. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to our human resources systems and used to manage the new-hire process. Any such information can become part of your personnel file and retained and used for other employment-related purposes during your employment and as described in a separate Employee Privacy Notice that will be available upon employment. Other information, such as information shared via email, will be subject to normal email record retention schedules.

We may keep personal data which you provide in case a similar role becomes vacant that we believe may be of interest to you. General candidate profile and candidate-uploaded information not specific to a particular Application will be deleted after 12 months of inactivity.

#### What are your rights?

You can decide not to provide certain information, or you may ask that certain information you previously shared be deleted. However, if you do not provide the information, we may not be able to process your application.

Under certain circumstances, you may have the right by law to:

- Request access and obtain a copy of your data;
- Request a change to incorrect or incomplete data;
- Request that CenturyLink delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where CenturyLink is relying on its legitimate interests as the legal ground for processing; or
- Request the transfer of your personal data to another organisation.

If you want to review, verify or correct your personal data, you can do so by logging into the online system. If you wish to request erasure of your personal or to object to the processing of your personal data, or have other questions, comments or concerns, or wish to make a complaint about how we use the personal data we hold about you, please send an email to [DPO@Centurylink.com](mailto:DPO@Centurylink.com) .

Changes to the notice:

You may review this privacy notice on the CenturyLink career website or request a copy via email to [DPO@CenturyLink.com](mailto:DPO@CenturyLink.com). We may modify or update this privacy notice from time to time so please check back periodically for changes by checking the date posted on the notice. Where changes to this privacy notice have a fundamental impact on the nature of the processing or otherwise have a substantial impact on you, we will give you sufficient notice so that you have the opportunity to exercise your rights. By sharing your personal data with us, and by continuing to use our careers website, you confirm that you have read and understand the terms of this privacy notice.

Dated August 2019